



**Damage Repair Specialists**  
**Cleaning \*Construction\*Consulting**  
22380 Lakeland Blvd. Euclid, Ohio 44132  
216-732-FIRE (3473) \* 877-732-8400 \*Fax (216) 732-7688

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DATE, 2005

Whom it may concern

Re: Property located @

Dear Tennant,

This is an **Authorization for Disposal of Personal Property and Contents** left behind after the fire in the building. You have 72 hours or 3 days to remove your salvageable items and dispose of Your damaged personal property or contents. Upon signing this document you are acknowledging that you have been given **NOTICE**.

You may choose to take nothing with you, however let it be known that upon signing this letter you will hereby hold **XXXX** (property owner), **XXXXX** (insurance company), and All Disaster Services (contractors) harmless and not liable for any and all damaged and/or undamaged items, and/or any items that you feel may be missing, disturbed, damaged, or thrown away, since all items left behind will be considered a **TOTAL LOSS**, and will be disposed of unless otherwise noted below by tenant.

Please note that your security deposit may be in jeopardy if you do not clean out your unit upon move out. The Fire damage is not your responsibility to clean up, however all of your belongings are your responsibility to clean up, get out, or dispose of, thus your responsibility to remove from the premises.

Thank you for your anticipated cooperation.

Sincerely yours,

William Mangelluzzi  
All Disaster Services

NOTES:

\_\_\_\_\_  
Tennant Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness