

Moving & Storage Company
Company address
City, state, zip ... i.e., put this on your letterhead

(Date)

(depositor's name
address
city, state, zip)

You are hereby notified in accordance with provisions of the Illinois Commercial Code that the company identified above (the Company) holds a warehousemen's lien against certain property in storage, which you may own or in which you may have an interest.

This notice is being mailed to the last known address provided by you or known to the Company.

As of the date of this letter, the amount owed to the Company and secured by the warehousemen's lien is \$_____, plus the cost of enforcing the lien. An itemized statement of this amount is attached. Storage charges continue to accrue at the rate of \$_____ per day through the date of the sale. The amount of the lien also continues to increase as additional expenses are incurred in the disposition of the Property.

A list of persons who may claim an ownership or other interest in the Property is also enclosed.

The property consists of the following items:
(list or attach inventory)

The Property is presently located at _____.

THE COMPANY HEREBY DEMANDS THAT PAYMENT IN THE AMOUNT SET FORTH ABOVE, PLUS ADDITIONAL ACCRUED CHARGES, BE MADE AND RECEIVED BY THE COMPANY ON OR BEFORE (date). The demand date is required by law to be ten (10) days after you receive this Notice. You will be presumed to have received this notice five (5) days after the mailing.

UNLESS FULL PAYMENT IS RECEIVED BY THE COMPANY ON OR BEFORE THE DEMAND DATE SET FORTH ABOVE, THE PROPERTY WILL BE SOLD AT AUCTION IN ACCORDANCE WITH PROVISIONS OF THE ILLINOIS COMMERCIAL CODE.

The sale will take place at the date, time, and place set forth below, and on succeeding days, if necessary:

DATE:
TIME:
LOCATION:

Proceeds from the sale will be applied to satisfy the Company's lien and to pay reasonable additional costs incidental to the sale of The Property. In the event that proceeds from the sale are insufficient to pay the full amount owed to the Company, the Company has the right to institute legal action against any owner of the Property to collect the deficiency.

Dated:
City:

Company Name

(Signature)

(Signatory Name Typed)

SAMPLE PAYMENT DEMAND LETTER for delinquent storage lots, as advised by attorney Rory McGinty.

Letter should be addressed to all persons noted on storage contract, at separate addresses if applicable. Letter should include full inventory for the shipment plus the full amount due for the entire shipment. **Demand payment**, rather than requesting payment.

(Our thanks to Sheila Hornsey, Hornsey Moving & Storage, for sharing this information for the benefit of fellow IMAWA members.

Hornseys also inserted language in their own letter to require the customer both to pay the accrued charges AND to reclaim their property by the auction date because this was a "repeat delinquent" and they didn't want to deal with them again.



attach itemized list of expenses and persons who may claim ownership or other interest in the property, along with inventory of property to be auctioned if DEMAND is not met.