

PERSONAL PROPERTY ABANDONED IN UNITS POLICY

- A. Where personal property remains on the premises after a tenant has terminated and the premises have been vacated by the tenant, the Housing Authority shall give written notice to the tenant and to any other person the Housing Authority reasonably believes to be the owner of the property. The notice shall specify all items left on the premises, and will also state that reasonable costs of storage may be charged before the property is returned, where the property may be claimed, and the date before which the claim must be made, or the property will be disposed of pursuant to Section 1988 of the Civil Code. The date specified in the notice must be a date not less than 15 days after the notice is personally delivered or, if mailed, not less than 18 days after the notice is deposited in the mail.
- B. The notice described above shall be either personally delivered to the person to be notified, or shall be mailed to the last known address or any other address known to the Housing Authority where such person may reasonably be expected to receive the notice. One copy of the notice shall be sent to the premises vacated by the tenant.
- C. The Housing Authority shall store the abandoned personal property in a place of safekeeping and shall exercise reasonable care in storing the property.
- D. The Housing Authority shall release the personal property to the tenant or to any person the Housing Authority reasonably believes to be the owner, if such tenant or owner pays the reasonable cost of storage and takes possession of the property not later than the date specified in the notice for taking possession.
- E. The Housing Authority may, at its option, hold the property after the claim date and later release it to the tenant, or may sell it by competitive bidding, unless the value of the property is less than \$100, in which event the Housing Authority may retain the property for its own use or dispose of in any way if chooses.
- F. If the Housing Authority chooses to sell the personal property, it will provide notice of the time and place of sale pursuant to Government Code Section 6066, in a newspaper of general circulation.
- G. After deduction for the costs of storage, advertising and sale, any balance of the proceeds of the sale, which is not claimed by the former tenant or an owner other than the tenant, is paid into the treasury of Northern Circle Indian Housing Authority not later than 30 days after the date of sale.