



Abandonment Including Removal of Personal Possessions Policy & Procedure

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Author:	Nathan M. Grizzle
Chair Trustee:	Vanessa Brown

1. Purpose

- 1.1 We will be considered to have abandoned your accommodation if not using the premises as your principal home.
- 1.2 Not using the premises as your principal home means the place spending less than 4 out of 7 nights.
- 1.3 You can be away for longer if there is 'an intention to return' and it has been agreed as part of your support plan.
- 1.4 Your abandonment we will take into consideration:
 - 1.4.1 Are there personal possessions in your room?
 - 1.4.2 Is your mail being collected?
 - 1.4.3 Do you have food in the kitchen?
 - 1.4.4 Are you generating rubbish?
 - 1.4.5 What do other tenants think is going on?
 - 1.4.6 Our attempts to contact your next of kin.
 - 1.4.7 Our attempts to trace you.

2. Assumption

- 2.1 If it is reasonable to assume that you have abandoned your accommodation will serve you a Notice to Quit with 28-days' notice.
- 2.2 Any notice served by us will be deemed to have been received by the licensee and validly served if left at the premises, whether by pinning to the door or putting under the door of your room.
- 2.3 We will also send it to any address where we think you may be staying.

3. Your Personal Property

- 3.1 Perishable goods will be disposed of immediately.
- 3.2 Any other goods will be disposed of after a period of 14 days from the end of the notice period, using the council recycling or waste disposal services.