

APPENDIX D

ABANDONMENT PROCEDURE

When Staff has evidence or information which indicates a unit may be abandoned, the following steps will be followed:

1. Conduct an emergency inspection.
2. When upon inspection the unit does appear to be abandoned, post the Abandonment Notice. (This notice allows Tenant ten (10) calendar days to contact the office).
3. When there is no contact by Tenant on the 11th day, a move-out inspection is completed, exterior door locks are changed, and the unit is reinstated to Burleigh County Housing Authority.
4. Any abandoned Tenant property must be stored for 30 days from the date of lock change.
5. When unit is reinstated to Burleigh County Housing Authority through this Abandonment Procedure, no rent is charged beyond ten (10) calendar days from the date the Abandonment Notice was posted and locks were changed.

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