

POLICY AND PROCEDURE	
<b>Policy Title:</b> Abandonment of Property	<b>Program:</b> Project Homekey, Live Oak Apartments
<b>Approved by Name and Title:</b> Megan Van Sant, Sr. Program Manager	<b>Effective Date:</b> July 18, 2024 <b>Updated:</b> January 2026
This policy was developed in accordance with our contract guidelines and direction with our funder, HCD.	

## Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

## Policy

This policy is to address personal property and belongings left behind by previous residents or residents who have passed away. To preserve the privacy of past residents, Live Oak does not distribute or donate personal items to current residents of Live Oak.

## Procedure

After moving out, if someone leaves personal items in their unit or in any part of the premises, County Staff ensure compliance with all property laws regarding the length of time that personal items must be held for recovery. After this length of time has expired, Property Management Staff clear the unit of trash or hazardous items. County Support Staff then enter the unit and separate items into four categories:

Personal items: this category includes items such as medications, personal documents, or personal photos. Staff notify the previous resident that the items will be held for two weeks.

Reusable household items: this category includes items such as dishes, towels, or pots and pans. These items are cleaned and placed in the Household Donations closet.

Donations: this category includes items such as clothes, furniture, Knick Knacks, jewelry, or collectibles. These items are donated to an outside service organization.

Refuse: this category includes items unsuitable for donation. These items are bagged up for disposal by property maintenance staff, either in the local trash container or taken to the transfer station.

Other contracted staff, such as Housekeepers or Property Monitors, shall not process, look through, distribute, or disturb in any way the personal items left in any unit. Doing so will result in a formal warning, and a second violation will result in termination.