

Form 12

**Inventory of Tenant's Abandoned Property**

Print address of rental unit	Print name of tenant
Print forwarding address for tenant, if known	Has the tenant been contacted?
Print date tenant moved out of rental unit	Location where personal property will be stored

Print landlord's name

Print landlord's address

Telephone number

Fax number

Print name of contact person

Telephone number

1. If the tenant has abandoned property (other than personal documents or photographs) that is **of no value** or is **unsanitary or unsafe to store**, the landlord may take it to an appropriate disposal facility without completing this form.

2. If the tenant has abandoned property that is **of limited value (not worth the cost of removal, storage and sale)**, before disposing of the property the landlord must:
- make a reasonable effort to contact the tenant;
  - complete the following inventory; and
  - give a copy of the inventory to the tenant and to the director of the Residential Tenancies Branch.

List of abandoned property of limited value:

(Attach additional pages if necessary)

3. If the tenant has abandoned **valuable property, personal documents or photographs**, the landlord must:

- make a reasonable effort to contact the tenant;
- complete the following inventory;
- give a copy of it to the tenant and the director of the Residential Tenancies Branch;
- store personal documents and photographs that are impossible or difficult to replace and are of little or no monetary value for at least 60 days before disposing of them at an appropriate disposal facility;
- store the remaining property for at least 60 days until the Residential Tenancies Branch authorizes disposal of it.

List of valuable abandoned property, personal documents and photographs:


(Attach additional pages if necessary)

Additional information


\_\_\_\_\_  
Print name of landlord

\_\_\_\_\_  
Signature of landlord

\_\_\_\_\_  
Date

**Note:** The tenant or the owner of an item of abandoned property may claim the item while it is in the landlord's possession or control by paying the landlord the reasonable cost of removing and storing the property.