

Guide Form A: Inventory of Tenant's Abandoned Personal Property

(under subsection 5(3) of the Residential Tenancies Act and Section 23 of the Residential Tenancies Regulations)



What are these forms for?

Use these forms if tenants leave personal property at the end of the tenancy.

How to complete this form?

Tenancy Information

Name of tenant

Give the tenant's name as it appears on the lease. If you do not have a lease, use the tenant's full name.

Address of rental premises

Give the address of the rental unit including unit number if it has one.

Forwarding address or email address for tenant, if known, or, if unknown, for person listed on the lease as next of kin

Give the tenant's full civic address and any phone numbers and email addresses you have for them.

Date tenant abandoned rental unit

Provide the date the tenancy ended or the date in which they no longer resided in the unit.

Amount of security deposit

The total amount of the security deposit collected from the tenant, including interest if any is owed.

Has tenant or next of kin been contacted?

State yes or no if a copy of this form was forwarded to the next of kin. If so, state the method in which a copy was sent.

Location where personal property will be stored

State the address where the property is being stored.

Filed by

Complete this section with your information.

Landlord's name

Give your name as it appears on your lease. If you do not have a lease, use your company name, or if you do not have a company name, your full name. If you are representing a landlord, give the landlord's company name or full name.

Address and contact information

Give your full civic address and any phone numbers and email we can use to reach you.

Status of personal property

Choose the check box that describes the personal property left behind. Check all that apply.

List of abandoned personal property

List all items left behind. You may use terms to describe groups of items.
Example: 1 large suitcase of clothes, 3 boxes of magazines, etc.

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Additional information

Provide any additional information that will describe the property left behind. For example, if some items were unsafe, identify those and state that they were discarded.

Sign and date the form

What do I do with the completed forms?

File a copy with the Residential Tenancies Program at an Access Centre.

Send a copy to the tenant by 1 of the following methods:

- By registered mail, express post, or courier to the tenant's new address, if known.
- By email, if an email address for the tenant was indicated on the lease.
- If the tenant's new address is not known, and no email address for the tenant was indicated on the lease, by registered mail, express post, or courier to the address for contact of next of kin, if indicated on the lease.

If you are unable to send a copy to the tenant, indicate so by stating in the additional information section.

Keep a copy of all these forms for your records.

Form A: Inventory of Tenant's Abandoned Personal Property

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Tenancy Information

Name of tenant _____

Address of rental premises

Street number and name (civic address) _____

Apartment _____ City or town _____ Postal code _____

Forwarding address for tenant, if known or if unknown for person listed on the lease as next of kin

Street number and name (civic address) _____

Apartment _____ City or town _____ Postal code _____

Date abandoned rental unit _____ **Amount of security deposit** _____

Has tenant or next of kin been contacted? (by registered mail, express post, courier or e-mail)

Yes No

If yes, how was the copy sent? _____

Location where personal property will be stored _____



Filed by

Landlord's name _____

Landlord's address

Street number and name (civic address) _____

Apartment _____ City or town _____ Postal code _____

Landlord's telephone _____ Landlord's fax number _____

Landlord's email _____

Contact person _____



Status of personal property

- The goods are unsanitary or unsafe to store - dispose of immediately.
- The goods are of an estimated value under \$500 - landlord requests permission to dispose of them after storing them for 30 days.
- The goods are of an estimated value over \$500 - landlord will store them for 30 days.
- The goods include an abandoned mobile home.

Note: The 30-day period referred to above does not include the day the landlord began storing the goods.

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➔ List of abandoned personal property: (Attach additional pages if necessary.)

➔ Additional information:

➔ Sign and date this form

Signature of Landlord _____ Date _____

File a copy of this form with the Residential Tenancies Program and send a copy to the tenant. If you are unable to send a copy to the tenant, send a copy to the next of kin as noted on the lease.