

Guide Form B: Accounting of Sale of Abandoned Personal Property

(under Section 24B of the Residential Tenancies Regulations)



What are these forms for?

Use these forms to calculate the proceeds from selling a tenant's abandoned personal property at the end of a tenancy.

How to complete this form?

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.

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.

Date tenancy began and ended

Provide the date the tenancy began and ended.

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.

Accounting of sale

Calculate the net proceeds by completing each field.

Inventory of goods and proceeds of sale page F2: Provide the description of abandoned property, the method of disposition, and amount received from the sale. Show the total of all goods sold and copy this amount to page F1.

Total proceeds: Show the total amount received from the sale from page F2.

Expenses: Show reasonable expenses related to removal, storage, advertising, or other costs related to the sale of the abandoned property.

Total expenses: Add up the expenses.

Amount awarded: Show amount awarded to landlord by Order of the Director or Order of the Small Claim Court.

Total: Add the amount awarded and total expenses.

Net proceeds: Calculate by subtracting the amount listed as total above from the total proceeds. Copy this amount to the line for "Net proceeds enclosed."

Sign and date the form

Signatures of landlord and witness is required.

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What do I do with the completed forms?

Make a cheque payable to the Public Trustee if net proceeds are shown.

File with the Residential Tenancies Program at an Access Centre.

Keep a copy of all these forms for your records.

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Landlord's name _____

Landlord's address

Street number and name (civic address) _____ Apartment _____

City or town _____ Province _____ Postal code _____

Landlord's telephone _____ Landlord's fax number _____

Landlord's email _____

Name of tenant _____

Address of rental premises

Street number and name (civic address) _____

Apartment _____ City or town _____ Postal code _____

Date tenancy began _____ **Date tenancy ended** _____

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



Accounting of sale

Total proceeds of sale \$(1) _____

Expenses

Amount

Removal _____
Storage \$ _____
Advertising \$ _____
Sale costs (specify) _____ \$ _____
Other (specify) _____ \$ _____
Total expenses \$(2) _____

Less

Amount awarded to landlord by Order of the Director or Order of the Small Claims Court \$(3) _____
Expenses (enter amount from line 2) \$(4) _____
Total (add lines 3 and 4) \$(5) _____ \$(5) _____
Net proceeds (subtract line 5 from line 1 and enter on line 6) \$(6) _____
Net proceeds enclosed \$ _____

Make cheque payable to the Public Trustee if net proceeds are shown.

I certify all information given to be true, correct and complete to the best of my knowledge:

Signature of Landlord _____ Date _____

Witness _____ Date _____

(under Section 24B of the Residential Tenancies Regulations)



Inventory of Goods and Proceeds of Sale

[illegible]