

## **LOST AND FOUND AND ABANDONED PROPERTY**

**Section:** Residence Halls

**Policy:** When items are found in or around housing facilities after the owner has vacated their university housing assignment or when there is not identifiable ownership indicated for the item(s), the item(s) will be considered lost or abandoned.

**Purpose:** The purpose of this policy is to provide guidelines regarding procedures for lost and abandoned personal property.

### **Definitions:**

Lost and found property is defined as property found by persons that are not the owner of the property and turned into the community desk in a residential area.

Abandoned property is unclaimed property.

**Scope:** This policy applies to staff, residents, visitors and guests of University Housing.

### **Procedure:**

#### **I. Lost and Found Property**

- a. When a lost item is found, staff should turn it to the front desk of the building closest to where the item was found.
- b. The receiving staff member should note the date, time and location where the item was found and the name of the party turning in the property on the lost property log.
- c. The receiving staff member will store the item(s) in the building's designated lost and found area.
- d. Staff members should contact the UGA Police immediately to pick up any items that have personal information (e.g., a wallet, purse, credit/debit card, driver's license, checks or passport) or has an estimated value greater than \$100.
- e. University Housing will not accept cash as lost and found and should refer students to UGA Police.
- f. If the owner of lost property is known, staff should contact the owner via email and document the attempt. The owner will have five calendar days after the email notification to reply. If they do not communicate with staff, the property will be considered abandoned and the procedures in section II should be followed.
- g. If the item is retrieved by the owner, staff will check the owner's identification and then log the retrieval in the lost property log kept at each community front desk. This should include name and signature of the person retrieving the item, the staff member's name and the date and time.
- h. If lost and found items are not claimed at the building/community front desk within 30 calendar days, staff will reach out to the sustainability coordinator to

assess and remove items that can be donated. Any items left after this assessment will be discarded.

- i. The owner of a lost UGACard should be called once. If no response, then staff should turn the card into the UGA Police.

## **II. Abandoned Property**

When an abandoned item is found, staff should turn it into the building closest community office from where the item was found.

- a. If the abandoned item is too big to move, staff will notify their supervisor who will arrange for the move of the item.
- b. The receiving staff member should note the date, time, location where the item was found. The name of the owner of the property should also be documented, if it is known (e.g., abandoned property following resident's checkout).
- c. The receiving staff member will store the items and communicate the storage space to the assistant director or associate director of the area, as well as the sustainability coordinator. If the item is large, the staff member can work with their supervisor and the facilities team on an alternate storage location.
- d. If the owner is known, staff should make a reasonable attempt to contact the owner via email. The owner will have five calendar days after the email notification to reply. If they do not communicate with staff, the property will be considered permanently abandoned and discarded/donated.
- e. If the item is retrieved by the owner, staff will check the owner's identification and log the retrieval in the abandoned or lost property log. This log should include name and signature of the person retrieving the item, the staff member's name and the date and time of receipt.
- f. If abandoned property is not retrieved by the owner within 10 calendar days, fulltime staff will contact the sustainability coordinator for retrieval of any items that can be donated. Any items left behind by the sustainability coordinator will be discarded. A minimum fee of \$55 per item and a \$25 improper checkout fee may be assessed to the resident/owner for the removal of abandoned property.

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