ABANDONED PROPERTY

**Section:** Residence Halls – All Halls

**Policy:** When items are left in or around campus housing facilities after the owner has vacated, or when there is not ownership indicated on items, the items will be considered abandoned. After reasonable attempts to contact the owner, UGA Surplus Property should be contacted to take the belongings.

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

**Scope:** This policy applies to all staff, residents and visitors in University Housing.

**Procedure:**

I. When an abandoned item is found, it should be turned into the community office for the building in which (or closest to) the area where it was found.

II. The receiving staff member should note the date, time and party turning in the property on a log kept for abandoned or lost property, as well as the location where the property was found. If the owner of the property is known (i.e. abandoned property following resident’s check-out, or name of owner is indicated on property), this should also be documented in the log.

III. The item shall be stored by the area coordinator in the appropriate residence hall community.

IV. UGA Police should be contacted immediately if the item found is a wallet, purse, credit/debit card, cash, checks or has an estimated value greater than $20.

V. If the owner is known, reasonable attempts should be made to contact the owner. Each attempt should be documented. If the owner is unable to be contacted by telephone or email, a certified letter, return receipt requested, should be sent to his/her permanent address.

VI. If the item is retrieved by the owner, the owner’s identification should be checked and written on the log, in addition to the staff member’s name who is returning the property, the date and time. Owners should sign the log indicating that they have retrieved the item(s).

VII. If the item is not retrieved by the owner within 15 business days, the property will be turned over to UGA Surplus Property for disposal or storage.

VIII. Lost UGA identification cards should be returned to the UGA Identification Card Office located in the Tate Student Center.

IX. If the owner is not known:

   A. The item will be stored for 15 business days.

   B. After 15 business days, the item will be transferred to UGA Surplus Property.