

ABANDONMENT CHECKLIST

For any items checked, be sure to document the details in your resident log.

- Is the rent past due and unpaid?
- Has the resident made comments to neighbors or staff that they plan on moving?
- Have the neighbors or staff seen resident moving?
- Has the resident's car been seen in designated parking place or parking lot?
- Have the utilities been disconnected or taken out of resident's name?
- Has resident's phone service been disconnected?
- Is the resident's mail being forwarded?
- Have you tried to call, email and knock on resident's door to ask if they are gone from the property?
- Is there any furniture left in property? (This includes furniture that may look like junk to you.)
- Are the beds gone?
- Is there any clothing left in unit?
- If there is a storage area have the belongings been removed?
- Are there any toiletries, such as toothpaste, shampoo, hairbrushes or deodorant left in unit?
- Is food in the refrigerator or cupboards rotting?
- If resident had pets are they still at property?
- Has the resident's emergency contact been contacted?
- Is the unit musty like no one has been there?