

Doc Number: 3-24a	Lead: Manager, Housing Services	Last Full Review: April 2025
Tick one of the below for review/changes made: Full review and changes made ☒ (add changes summary to table below) Full review, no changes made ☐ Changes made but no full review ☐ (add changes summary to table below)		Reviewer / Editor: Manager, Housing Services Changes Approved By: N/A Reviewed and edited in-line with the Beacon? ☒ Yes ☐ No

Disposal of Tenant's Possessions Policy

Document Change Details

Date	Summary of Changes Made
October 2023	All policies and procedures revert to version 01, as approval process & version control moved to Sharepoint. Version number no longer shown on the document. New front sheet.
April 25	Reviewed in line with the Beacon – worded amended to reflect Beacon. Responsibilities added

1.0 PURPOSE

To state how we deal with items of personal possession left behind after a tenant has abandoned or left a property.

2.0 POLICY

Tenants have a duty to give us vacant possession at the end of their tenancy and remove all furniture, personal possessions and rubbish.

We accept no responsibility for anything left at the property by the tenant at the end of their tenancy.

Failure to remove belongings from the premises is a breach of tenancy and may result in legal action being taken.

We make this clear as a condition of each tenancy agreement, within the tenants' handbook and in formal letters sent before the end of a tenancy.

All items that we do supply will be stated on the inventory part of each tenancy agreement. The tenant will be recharged for the cost of any items that are not returned or damaged at the end of a tenancy.

Any items left behind at the end of the tenancy will be considered as not being required by the tenant. We will serve a seven-day tort unless the items appear to be of significant value.

Following the expiry of the tort notice period we will dispose of any goods remaining in our property. The cost will be recharged to the tenant.

Important documents should be returned to the issuing office i.e. passports, driving licence, benefit books.

We are not able to not store personal items.