

Exhibit 8-4 Abandonment

Under the Alaska Uniform Residential Landlord and Tenant Act (Alaska Statute 34.03.360), a unit is abandoned when the tenant has left the dwelling unit and the tenant's personal belongings in it and has been absent for a continuous period of seven days or longer without giving notice under AS 34.03.150 and has defaulted in the payment of rent.

8-4.1 SECURING THE UNIT

Once a unit has been determined as abandoned, staff will immediately post *Apartment Secured by AHFC* (form PM627) on the door of the unit and change the locks.

8-4.2 UNIT ENTRY

No one is allowed to enter the unit while it is being secured. Persons requesting access to the unit are directed to the Asset Supervisor (property manager) for approval to enter to the unit.

AHFC staff may enter the unit to conduct an inventory of the belongings and dispose of any perishable items. AHFC may also enter the unit if an emergency condition exists in the unit. Any time AHFC enters the unit, a *Notice of Entry* (form PM652) is completed. A copy of the notice is left in the unit and a copy placed in the file.

8-4.3 ABANDONED PROPERTY

Personal property that is left in the unit after the Tenant has vacated is considered abandoned. Do not confuse abandoned property with an abandoned unit. Abandoned property may be left in a unit when a tenant gives proper notice, when a tenant is evicted, when a tenant passes away, or when a tenant abandons a unit.

Once AHFC has secured the unit, AHFC will conduct an inventory of the property in the unit.

8-4.3.A Inventory of Personal Belongings

The Tenant's property must be inventoried, recorded on the *Secured Property Inventory* (form PM624), and videotaped or photographed by AHFC staff. The inventory is conducted by at least two (2) AHFC staff members or one AHFC staff member and a resident designated by the Asset Supervisor. Perishable items subject to spoilage may be disposed immediately.

8-4.3.B Holding Abandoned Property

AHFC must securely store the property for 15 (fifteen) calendar days. AHFC may determine whether the property may be:

- Securely stored in the unit,
- Securely stored in a location at the development, or
- Securely stored in a rental storage facility.

Staff may not dispose of property before 15 days unless the items are subject to spoilage. There are no exceptions to this policy.

8-4.3.C Notification of Abandoned Property

AHFC must provide notification to a former tenant that property has been abandoned and specify what property is in AHFC's possession. After the inventory has been completed (see 3.A above), staff will mail the *Abandoned Property Notice* (form PM621) giving the Tenant fifteen (15) calendar days to claim the belongings. The *Secured Property Inventory* is attached to the notice. Staff will mail and post the *Abandoned Property Notice* and *Secured Property Inventory*. If AHFC does not have a new address for the resident, the notice will be mailed to the last known address so it can be forwarded by the post office.

As with all notices, staff will not count the day of the notice when determining the 15-day period. For example, if a notice is mailed and posted on the 10th day of the month, the deadline to respond to the notice will be the close of business on the 25th day of the month.

8-4.3.D Storage Fees

The Tenant shall be charged fees for storage of personal property in accordance with the fees in the Schedule of Charges.

8-4.4 DISPOSITION OF ABANDONED PROPERTY

Once the required 15-day period has passed, AHFC will determine what to do with the property.

8-4.4.A Tenant Contact

If the tenant contacts AHFC to claim the property, staff will arrange a convenient date and time to return all the property. The tenant may not pick and choose which property to claim. The tenant must take possession of all the property.

8-4.4.B No Tenant Contact

If the tenant does not contact AHFC to claim the property, staff will determine what to do with the property. AHFC may:

- Sell the property at a public sale.
- Dispose of it by hauling it to a public dump site.

1. Public Sale

A public sale notice shall be posted at least ten (10) days prior to the sale. Staff will post the notice in at least three (3) public locations within five (5) miles of the sale. One of the notices must be posted on an internet website or with the local newspaper. Staff will contact Central Office for assistance with posting the sale on the AHFC internet site.

Proceeds from the sale shall be applied to any outstanding tenant account balance. Any remaining monies will be refunded to the tenant.

2. Dump Site

Staff will haul property to be disposed to the nearest public dump site. Staff may assess tenant charges for the cost to haul and dump the property.

Staff may not claim any property for their personal use. Staff may not give the property to others.