



Abandoned Property Checklist for Property Managers

Initial Assessment & Documentation

Documenting the initial signs and observations of potential abandonment.

Date of Initial Observation

Detailed Description of Observed Conditions (e.g., Uncollected Mail, Overgrown Yard)

GPS Coordinates of Property

📍 Set My Current Location



Utility Bills Status (Last Read Date)

Enter a number...

Mailbox Status

- ☐ Full
- ☐ Partially Full
- ☐ Empty

Photos of Exterior Condition

 Upload File

Vehicle(s) Present (Description)

Write something...

Communication Attempts

Records of all attempts to contact the tenant.

Date of First Communication Attempt

Enter date...

Time of First Communication Attempt

Method of Communication

- ☐ Phone Call
- ☐ Email
- ☐ Certified Mail
- ☐ Text Message

Detailed Notes on Communication Content

Write something...

Number of Attempts

Enter a number...

Recordings or Voice Mails (Optional)

 Upload File

Legal Research & Notifications

Ensuring compliance with state and local laws regarding abandonment procedures.

Date of Initial Abandonment Suspected

Enter date...

State Law Governing Abandonment

- ☐ California
- ☐ Texas
- ☐ Florida
- ☐ New York
- ☐ Other

Summary of Relevant State Law Provisions

Write something...

Date of First Notification Sent to Tenant

Enter date...

Method of First Notification

- ☐ Certified Mail
- ☐ Regular Mail
- ☐ Email
- ☐ Personal Delivery

Content of First Notification (Copy/Summary)

Write something...

Days Until Second Notification (as per law)

Enter a number...

Date of Second Notification Sent

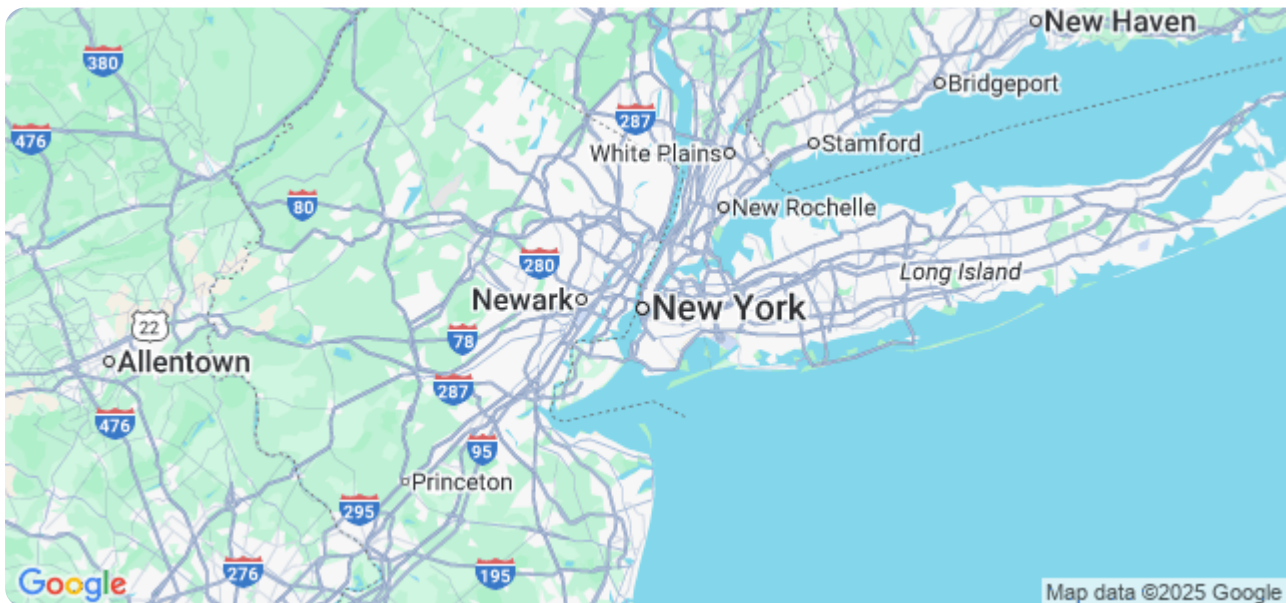
Enter date...

Property Security & Protection

Steps taken to secure the property and prevent damage or theft.

Initial Property Location (GPS)

 [Set My Current Location](#)



Date of Initial Security Measures

Enter date...

Security Measures Implemented

- ☐ Boarded Windows
- ☐ Changed Locks
- ☐ Alarm System Activated
- ☐ Increased Patrols
- ☐ Security Cameras Installed
- ☐ Other (Specify)

Detailed Description of Security Measures

Write something...

Estimated Value of Security Measures Implemented (USD)

Enter a number...

Photographic Evidence of Security Measures

 Upload File

Time of Security Patrol Check

Inventory & Valuation

Documenting the contents of the property and their estimated value.

Detailed Description of Contents

Write something...

Estimated Value of Furniture

Enter a number...

Estimated Value of Appliances

Enter a number...

Estimated Value of Personal Belongings

Enter a number...

Photos of Contents

 Upload File

Condition of Appliances (Overall)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Estimated Replacement Cost (Total)

Enter a number...

Storage & Disposal

Processes for storing or disposing of tenant belongings.

Date Items Placed in Storage

Enter date...

Estimated Value of Stored Items (USD)

Enter a number...

Storage Facility Name

- ☐ Facility A
- ☐ Facility B
- ☐ Other

Description of Items Stored

Write something...

Storage Unit Number

Enter a number...

Date Items are Scheduled for Disposal (if applicable)

Enter date...

Reason for Disposal (if applicable)

Write something...

Legal Action & Recovery

Steps taken to legally reclaim the property and recover losses.

Date of Abandonment Determination

Enter date...

Detailed Reasoning for Abandonment Declaration

Write something...

Legal Counsel Consultation?

☐ Yes

☐ No

Supporting Legal Documents (e.g., Correspondence, Notices)

 Upload File

Estimated Value of Abandoned Personal Property

Enter a number...

Date of Legal Action Commencement

Enter date...

Summary of Court Proceedings

Write something...

Final Documentation & Reporting

Complete record of all actions taken and associated costs.

Date of Final Report Completion

Enter date...


Summary of Abandonment Circumstances

Write something...

Estimated Value of Recovered/Abandoned Property

Enter a number...

Supporting Documentation (Photos, Notices, etc.)

 Upload File

Description of Actions Taken & Rationale

Write something...

Resolution Outcome

- ☐ Legal Eviction
- ☐ Property Reclaimed
- ☐ Other

Property Manager Signature

Case/Reference Number

Write something...