

DEALING WITH TENANTS POSSESSIONS  
General Outline

ABANDONMENT

A. Absence of tenant from dwelling unit with out notice to landlord for at least seven (7) days and rent due for ten (10) days.

OR

B. Absence for five (5) days and no possessions left and rent delinquent for five (5) days.

1. Post written Notice of Abandonment on door and mail certified to last known address or to any alternate address known to landlord.

2. Wait five (5) days

3. No contact from tenant- enter and change locks.

OR

4. Tenant contacts landlord- cannot proceed with lockout.

5. Inventory property and send copy plus Notice of Abandoned Property certified mail to last known address,

OR

dispose of property if value is less than cost to move and store and conduct public sale but only if lease allows this in writing.

6. Hold property ten (10) calendar days- tenant allowed one (1) entry to remove personal effects (medicine, tools, clothes, identification or financial or employment documents, etc.). If tenant does not pay storage cost for rest of property, then landlord sells at public sale, retains proceeds to apply to outstanding rent or other costs covered in the lease or allowed by Landlord. Excess proceeds to be mailed to tenants last

WRIT OF RESTITUTION (CONSTABLE  
LOCKOUT)

1. Inventory and store for twenty-one (21) days after lockout. Send inventory and Notice to last known address and to any alternate address, certified mail, return receipt requested.

2. Tenant allowed one (1) entry during twenty-one (21) day period to remove personal effects ( medicine, tools, necessary papers and clothes, etc.). Otherwise to reclaim property, tenant must pay reasonable costs of storage, moving and inventory.

Tenant does not reclaim property, sell/dispose after twenty-one (21) days. If Tenant contacts Landlord before items disposed of, add an additional five (5) days time. Tenant allowed one (1) entry to remove personal effects (as listed above). If tenant does not pay storage costs for rest of property, then landlord sells at public sale, retains proceeds to apply to outstanding rent or other costs covered in the lease or allowed by Landlord/Tenant Act incurred by landlord. Excess proceeds to be mailed to tenants= last known address.

For twelve (12) months, keep records and hold excess proceeds if undeliverable

known address.

7. For twelve (12) months, keep records and hold excess proceeds if undeliverable

THE ABOVE IS INTENDED TO BE A GENERAL OUTLINE- FOR SPECIFIC SITUATIONS SEE A.R.S. 33-1370 OR A.R.S. 33-1368 (E), (F) AND (G)