

Notice of Abandoned Property

This form is approved by the Director of Consumer Affairs and Fair Trading for the purpose of sections 88 and 89 of the *Residential Parks Act 2026*

This notice is to let a former resident know that property believed to belong to them has been left at a residential park. It explains what property is being held, how long it will be kept, how it can be collected, and what may happen if it is not collected.

The form may be used where the abandoned property consists of:

- **Personal documents**, such as official documents, photographs, correspondence, or other documents that it would be reasonable to expect a person may wish to keep; or
- **Valuable abandoned property**, including property that cannot be disposed of under the provisions relating to personal documents or low-value property and may require storage, collection, or sale by public auction if unclaimed.

Instructions on how to complete the form

1. Select the type of abandoned property.
2. Complete the required details.
3. Describe the property and collection arrangements.
4. Sign and date the notice.
5. Issue the notice as required under the Act.

For 'valuable' abandoned property, a notice published in a newspaper circulating generally in Tasmania is required if you do not have a forwarding address for the former resident (section 89(2)(a)(ii)).

Type of property

☐

Personal documents (section 88)

☐

Valuable abandoned property (section 89)

Park owner details

Name of park owner

Address for service

Email

Phone

Person receiving notice

Name

Address for notice/forwarding address

Email (if known)

Phone (if known)

Basis for notice:

☐

Former resident

☐

Other interested party

Note: 'Other interested party' applies only to valuable abandoned property and not personal documents.

Residential park details

Name of residential park

Address of residential park

Site number/site description

Date possession of site recovered (if applicable)

Details of abandoned property

Date park owner became aware property was abandoned

Describe the property sufficiently for it to be identified

Protected abandoned property

Some property cannot be dealt with by the park owner without an order from TASCAT. This is called protected abandoned property. Examples of protected abandoned property may include a dwelling left on a site, such as a caravan, cabin or shack, or other property protected under the law.

☐ The property is protected abandoned property

☐ The property is not protected abandoned property

Date of tribunal possession order (if applicable)

Retention and destruction periods

The park owner will take reasonable steps to keep the property safe for the period required by the *Residential Parks Act 2026*.

- Personal documents: 28 days from when the park owner becomes aware the documents are abandoned property, or 60 days if they are protected abandoned property. Personal documents may be destroyed 60 days from the Tribunal's possession order if they are protected abandoned property, or otherwise after 28 days(section 88)
- Valuable abandoned property: 28 days from when the park owner gives this notice, or 60 days from the Tribunal's possession order if it is protected abandoned property (section 89).

Date until property will be kept safe

Arrangements for collection

Contact name

Phone number to organise collection

Hours in which you can collect property

Address for collection

Appointment requirements

Additional information for valuable abandoned property only

If the property belongs to you, you can collect it by paying any reasonable costs the park owner has incurred in dealing with the property. If you disagree with these costs, you can contact TASCAT.

If the property is not collected within the required time, the park owner must arrange for it to be sold at a public auction.

After the property is sold, the park owner can keep any reasonable costs they have incurred and any money owed under the residential park agreement. Any money left over must be paid to the owner of the property. If the owner cannot be found, the remaining money must be paid to the Director.

Additional information for personal documents only

The park owner will take reasonable steps to keep the personal documents safe for the period required by section 88 of the *Residential Parks Act 2026*.

Signature of park owner or authorised agent

Printed name

Date

Signature