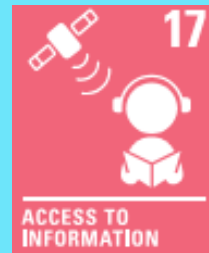
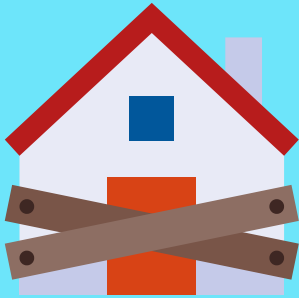
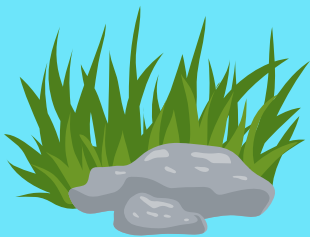


# ABANDONED PROPERTY POLICY

## CHILD-FRIENDLY VERSION



Clackmannanshire Council has around 5000 homes that people live in. Sometimes those people move out and leave the homes empty, these are called abandoned homes. This document explains how we deal with abandoned homes. We have lots of people on the waiting list to get a home, so we do not want our homes lying empty. We want to make sure that we follow all correct procedures when we deal with abandoned homes.



Housing Officers go out on visits and can sometimes see signs that homes are empty. For example, overgrown gardens, no movement in the house, no use of electric or gas or lots of letters behind the door. We will investigate if we think that a person has abandoned the home. We may contact the person, check gas and electric records or inspect the home to see if anyone is living there.

If we believe that a person has abandoned the home, we will start the process to end the agreement which allows them to live in the home (tenancy agreement). We will send the person a letter which tells them that we plan to end the agreement. If the person contacts us to tell us that they plan to live in the home, we will stop the process to end the agreement.



If the person does not contact us, we will end the agreement. We will change the locks on the doors to make sure the house is secure and to prevent damage to the home. We will get rid of any items left in the home. If a person is not happy that we ended the agreement, they can ask the Court to look at our decision again



Clackmannanshire  
Council  
[www.clacks.gov.uk](http://www.clacks.gov.uk)

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