

KARUK TRIBE HOUSING AUTHORITY
CHAPTER 14
DISPOSITION POLICY

CHAPTER 1 PERSONAL PROPERTY

Personal property shall not be sold or exchanged for less than its fair value. Personal property of the value of \$1,000 or more, which is to be sold to other than a public body for a public use, shall be sold at public sale.

- a) Sales of excess personal property shall be made in the following manner:
 - 1) If the estimated sales value of the personal property offered for sale is less than \$500 the Executive Director may negotiate a sale in the open market after such informal inquiry as he considers necessary to ensure a fair return to the Authority. The sale shall be documented by an appropriate bill of sale;
 - 2) For sales from \$500 to \$1,000, the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale;
 - 3) Sales of \$1,000 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be made at least 15 days prior to award of the sales contract and shall be by advertisement in newspaper or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
 - 4) The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Committee. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Committee for its approval. A copy of the Committee's approval, together with the complete documentation in support of the destruction, abandonment, or donation, shall be retained as a part of the permanent records.

CHAPTER 2 DISPOSITION OF ABANDONED PERSONAL PROPERTY

- 2-1 Where personal property remains on the premises after a tenancy has terminated and the premises have been vacated by the Tenant, and Authority shall give written notice to the Tenant and to any other person the Authority reasonably believes to be the owner of the property. The notice shall specify all items left on the premises, and will also state that reasonable costs of storage and handling will be charged before the property is returned, where the property may be claimed, and the date before which the claim must be made. The date specified in the notice must be a date not less than 15 days after the notice is personally delivered, or, if mailed, not less than 18 days after the notice is deposited in the mail.
- 2-2 The notice described above shall be either personally delivered to the person to be notified, or shall be mailed to the last known address or any other address known to the Authority where such person may reasonably be expected to receive the notice.
- 2-3 The Authority shall store the abandoned personal property and shall exercise reasonable care in such storage.
- 2-4 The Authority shall release the personal property to the Tenant or to any person the Authority reasonably believes to be the owner, if such Tenant or owner pays the reasonable cost of storage and handling and takes possession of the property not later than the date specified in the notice.
- 2-5 After the claim date, the Authority may:
- a) Release to Tenant, as in & 2-4 above;
 - b) Retain for Authority use;
 - c) Sell through private or public sale; or
 - d) Dispose of in any way Authority determines.
- 2-6 Proceeds, if any, derived from the disposal of such personal property may be applied to the payment of amount owed by the Homebuyer/Tenant to the Authority. Any excess will be retained by the Authority.

Revised This ____ Day of March, 2000.

Charlene Martin, Secretary