

HOSPITALITYLAWYER^Σ® C.O.

Terms and Conditions for Forms, Checklists, and Procedures

Forms, checklists, and procedures at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use a form, checklist, or procedure, you do so at your own risk. HospitalityLawyer.com does not make any representations that the forms, checklists, or procedures are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

DISPOSING OF FOUND PROPERTY



The following six guidelines can help you as you devise a policy to protect the rights of original property owners and to reward the honesty of your employees:

- Review your state's lost-and-found laws to determine any unique requirements that apply to the property in question.
 - Require all employees and management staff to turn in to the property manager or his or her designee all personal property found in public places (lobbies, foyers, restrooms, etc.), as well as property found in rented areas such as guestrooms, suites, cabins, and campgrounds.
 - Keep a lost-and-found log book, wherein you record the name of the finder, the individual who received the found goods, the location where the property was found, and the date found.
 - If the value of the found item is significant, make all reasonable efforts to locate the rightful owner, and document these efforts.
 - Hold found property for a period of time recommended by your company or a local attorney familiar with the laws in your state regarding found property. Sixty days should be a minimum length for most found property.
 - Permit only the property manager or his or her designee to return found property to purported owners, but only after taking extra care to return the item to its rightful owner. If the original owner does not come forward, dispose of the property in accordance with written procedures, which have been shared with all employees and reviewed by your attorney. Many managers give found property to those who found it as a reward for employee honesty. They theorize that it is in the best interest of the facility and its guests to have all property returned promptly, and rewarding employees for doing so is one way to achieve this goal. Other facilities donate all valuable lost property to a local charity, while still others sell lost property once or twice a year to liquidation companies.
-