

## **GUIDELINES FOR REMOVAL AND STORAGE OF UNATTENDED PERSONAL PROPERTY**

**WARNING: You are receiving this notice because you must \_\_\_\_\_.** Any items or belongings remaining on this public property after the noticed date and time will be removed by the City.

If you wish to avoid storage of your personal property or towing of vehicles, you should pack and relocate those items. If any personal items are left at the location to be cleared, City staff will determine what items can be temporarily stored and what must be immediately disposed of.

Not all of your property will be collected for storage. The following items will be immediately discarded:

- Items that appear to have been abandoned or lack signs of ownership;
- Items that present an immediate health or safety risk, including, but not limited to
  - Toxic sharps, needles, scissors, knives
  - Chemicals, bleach, paints, oils
  - Items (including bedding and clothing) soiled by infectious materials, human waste, body fluids, mold, or mildew
  - Items infested by rodents or insects
- Perishable items or perishable food
- Illegal items or contraband
- Trash, garbage and/or debris
- Shopping carts will not be stored. Shopping carts will, when possible, be returned to identified stores and/or the stores will be notified to retrieve them.

If personal belongings are mixed with needles, human waste, bodily fluids, or other health risks, City staff and police will not sort through or attempt to remove the health and safety risks, but will immediately dispose of all such mixed belongings.

### **INSTRUCTIONS FOR RETRIEVAL OF YOUR STORED PROPERTY**

If your property is collected and stored by the City, you may retrieve your property within **90 days** of collection. There is no fee. No personal identification is required. **Property that is not claimed within 90 days will be permanently disposed.**

To retrieve your property you will be required to provide satisfactory proof of ownership by (1) describing the location of where your property was when it was collected, (2) the date and time it was collected, and/or (3) a description of the specific items that were collected. Presentation of this Notice may assist in retrieving your property. You will not be permitted to search through stored property to determine what is or is not your property.

Please contact the San Rafael Police Department at 415.485.3000 for more information and/or to arrange pickup and storage of your belongings.