

Quick Mini Checklist for Filing Your Claim

The property ID number is the number we use to identify your claim. WRITE THE PROPERTY ID NUMBER DOWN AND KEEP IT FOR YOUR RECORDS.

Note: Once you print the claim form, the property is removed from the public Web site database.

Check below to see what documentation is needed when sending in your claim. Keep this checklist for your records. Check only the boxes that pertain to you and your claim. Include the appropriate documents with your claim. For a complete detailed checklist, please refer to the [Filing Instructions](#).

Claimant/Heir

- Completed and signed affirmation page is required of each claimant.
- Copy of current photo ID is required of each claimant.
- Proof of Social Security number is required of each claimant.
- Proof of reported address is required, if listed on the claim form.
- Document associating you or the owner with the holder, if reported address is not available.
- Original instrument (passbook, cashier's check, stock certificate, etc.) is required, if applicable.
- Claim must be notarized if claiming stock, mutual funds, or any property over \$1000.

CONTINUE if owner is deceased

- Death certificate is required of the deceased owner(s).
- Document of decedent's estate or trust tax ID number is required, if providing a Letter Testamentary or a Trust
Plus one of the following documents:
- Copy of current certified Letter Testamentary (dated within 6 months) is required on open estates; or
- Complete copy of Court Ordered Distribution of the decedent's estate; or
- Copy of decedent's will and/or Trust Agreement; and a [Declaration Under Probate Code 13101](#) form, if the distribution of the estate was not ordered by the court; or
- A [Table of Heirship](#) and Form 13101 is required if there is no will or Trust Agreement.

Company/Business

- Completed and signed affirmation page is required of each authorized claimant.
- Copy of a business card is required of the authorized officer or official.
- Copy of a Letter of Authorization on company letterhead is required of the authorized officer.
- Proof of company's current federal tax ID number is required for all business claims.
- Proof of reported address is required, if listed on the claim form.
- Document associating owner with holder is required, if reported address is not available.
- Claim must be notarized if claiming stock, mutual funds, or any property over \$1000.
- If your company merged, provide a copy of the merger, if applicable.
- If your company dissolved, provide a copy of the Articles of Dissolution, if applicable.
- If your company was suspended, provide a Tax Clearance letter or a Letter of Good Standing from the Franchise Tax Board and/or Secretary of State's Office, if applicable.