City of Santa Cruz
Instructions for Filing an Unclaimed Property Request

The City of Santa Cruz is committed to processing and paying all unclaimed property claims within 90 days or less. Claimants are required to provide the city with sufficient proof and /or documentation to substantiate entitlement to payment.

A request for release of Unclaimed Property must be accompanied by the additional items listed beneath each type of claim. Failure to provide a completed and signed Unclaimed Property Form, and / or the other supplemental documentation may result in a delay in the processing of your claim.

Individual Claimant – Claims initiated by the owner or the parent/custodian of a minor who owns the property

(A) Completed and signed Unclaimed Property Request Form
(B) Copy of any official form used for identification, such as a driver's license, military identification card, or passport.
(C) Proof of reported address associated with the unclaimed property. The following documents are acceptable: pay stub, tax return, mortgage, telephone or utility bill, bank or credit card statement.

Business Claimant – The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional association, non-profit organization, government entity, or private organization

(A) Completed and signed Unclaimed Property Request Form
(B) Copy of official identification for each officer or official, such as a driver's license.
(C) Letter or authorization of officer or official in authority to sign and claim on behalf of the business.
(D) Proof of the business's federal tax identification number, such as a tax return document listing the federal tax identification number.
(E) Business card of the authorized officer or official
(F) Proof of the business's reported address associated with the unclaimed property, such as tax return documents, a mortgage, a rent, telephone or utility bill, or a bank statement.

Heir or Trustee of Deceased Property Owner – Claims initiated by the authorized lawful heir or trustee of the deceased property owners' claim

(A) Completed and signed Unclaimed Property Request Form
(B) Death certificate of the deceased owner or owners of the property
(C) Copy of any official form used for identification for each heir, such as a driver's license, military identification card, or passport.

(D) Proof of reported address associated with the unclaimed property. The following documents are acceptable: Pay stubs, tax return documents, mortgage, telephone, or utility bill, bank or credit card statement.

(E) Proof of the deceased owner's relationship too the claim holder. The following documents are acceptable: Bank statement, mortgage, or telephone or utility bill.

(F) Proof that no other person has a superior right to the interest of the decedent in the described property

All claims made by heirs or trustees of a deceased property owner are subject to review by the City Attorney prior to processing to determine proper administration of all associated laws.

Complete and sign the Unclaimed Property Request Form, attach all additional documentation and deliver or mail to:

City of Santa Cruz
Accounts Payable
809 Center Street, Room 100
Santa Cruz, California 95060
(831) 420-5068

Please do not fax claim forms to the city.
Only original, signed claim forms will be considered