



City of Tomball Unclaimed Property Claim Form



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|--|-----------------------|---------------------------------|----------|
| Reported Property Owner's Last/Business Name | | First Name | |
| Claimant's Name (If different from reported property owner) | | | |
| Address | | | |
| City | | State | Zip Code |
| What is your relationship to the property owner? | | | |
| Daytime Phone Number | | | |
| Signature X | | Date | |
| <u>Office Use Only</u> | | | |
| Old Check #: | Date of PA7: | Cleared from O/S Check List By: | |
| | | | |
| New Check #: | PA7 submitted to A/P: | Date: | |
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INSTRUCTIONS

- Property owner's address should be the address to which the property was originally sent.
- Please fill in all boxes accurately and completely so that the claim can be processed promptly.
- Please provide one of the following documents as proof of identification:
 - Copy of claimant's photo identification (e.g. driver's license or state ID card)
 - Proof of Taxpayer Identification Number
- These items may be photocopied and submitted by mail, fax or in person. All pictures and text must be clear and legible. Property will not be released without proof of identification.
- Please note that it may take up to 30 days to process after receiving your claim form. You may call the number below to find out the status of your claim. Checks will not be distributed on the day the form is received.
- If the person who received this letter is unable to claim their property, an authorized agent may act on behalf of the property owner with a copy of proof of identification as listed above. The form must be filled out by the letter recipient before the agent submits it.

All questions should be directed to (281) 290-1416. Faxes may be sent to (281) 351-6256.

City of Tomball
501 James Street
Tomball, Texas 77375