



City of Round Rock Unclaimed Property General Claim Form

The City of Round Rock holds property valued at \$100 or less that is presumed abandoned or unclaimed subject to Chapter 76 of the Texas Property Code. If you have unclaimed property, please submit this form and documentation supporting your claim. All information will remain confidential.

Claimant Information (must be 18 years or older)

Claimant name: _____

First

Middle

Last

Address: _____

Apt. #: _____ City: _____ State: _____ Zip: _____

Daytime phone number: _____ Other number: _____

Social Security Number or TPIN: _____

Previous address: _____

Amount Claimed: _____

Required Documentation

The following documents must be provided along with this claim form for the claim to be processed.

- A) Proof of Claimant's Social Security Number
- B) Copy of Claimant's Driver's License or any official form of identification
- C) Proof of previous address (Copy of utility bill, canceled check, etc.)

If the property is **not in your name**, please **indicate your status on page 2** and provide the additional documentation listed.

Claimant Signature

The named Claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim said Claimant will indemnify and hold harmless the City of Round Rock, and it's officers and employees for any damages, claims or losses of any kind resulting from the payment of the above described property to the Claimant.

Claimant: _____ Date: _____

Co-Owner: _____ Date: _____

Claims on behalf of someone else

If the property is not in your name, check the appropriate box below, attach documents requested, and enter the applicable federal identification number.

Heir to the owner

Attach a copy of probated will, court order, or affidavit of heirship listing heirs and current addresses AND a copy of the death certificate of the owner. Deceased owner information needed below.

Trustee or guardian to the owner

Attach copies of current documents establishing guardianship of trust.

Executor or administrator for owner's estate

Attach a copy of the death certificate AND Letters of Administration or Testamentary dated within 90 days of filing claim. Deceased owner information needed below.

Officer of the organization

Attach current documents establishing your authority to act for the organization.

Parent of the owner who is under the age of 18

Attach a copy of minor's birth certificate and proof of SSN.

Federal Numbers:

Deceased SSN: _____

Estate Trust Company TPID: _____

Mail to:
City of Round Rock
Finance Department
Attn: Unclaimed Property
221 East Main Street
Round Rock, TX 78664