



# UNCLAIMED PROPERTY CLAIM FORM Information from Claimant

Name: \_\_\_\_\_ DL#: \_\_\_\_\_  
(Last) (First) (Initial)

E-mail: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Attach the following proof of identity information:

- Must provide proof of new address (such as, copy of driver license, current utility bill, bank statement, business license)
- List all addresses of the owner associated with property being claimed, including P.O. Boxes

**Individuals-** Copy of Claimant's Driver's License or any Official form used for Identification (State/Govt issued ID, birth certificate)

**Vendors-** "Letter of Authorization" on letterhead from an official with the entity, authorizing the below signed claimant to claim the property on its behalf.

If you are an **HEIR** to the owner, send a copy of death certificate or probated will or court order or affidavit of heirship listing heirs and current addresses.

Failure to provide your **IDENTIFICATION, SIGNATURE, or COMPLETION OF THE CLAIM FORM** will result in our returning the form to you. You must be 18 or older to claim property. SSN is not required but may help in identifying you as the property owner.

### 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 Ennis, Texas, and its officer and employees from any damages, claims or losses of any kind resulting from the payment of the above-described property to Claimant.

Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: **City of Ennis, Texas  
Finance – Unclaimed Property  
P.O. Box 220  
Ennis, Texas 75119**

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**FOR FINANCE DEPARTMENT ONLY**  
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Proof of Identity Verified:  DL/ID  Birth Certificate  Others: \_\_\_\_\_

Vendor #: \_\_\_\_\_ Acct#: \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Claim: Approved  Rejected  Reason for Rejection: \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_