



FINANCE DEPARTMENT

Unclaimed Property Claim Form

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

When preparing your claim form, keep in mind that all available information that you can list will help us avoid contacting you during the claims process. Social security numbers, driver's license numbers, last known addresses, and property descriptions are items used to verify ownership during the claims process.

Attach the following information:

1. Proof of your social security number (or W-2 form)
2. Copy of your driver's license or any official form used for identification
3. List of all addresses used that may be associated with property being claimed, including post office box numbers (use back of this form if necessary)

Failure to provide copies of your identification, completion of this claim form, and your signature will result in your claim form being returned to you. You must be eighteen (18) years or older to claim property. A social security number is not required, but may help in identifying you as the property owner.

Claimant information:

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Phone: _____

SS#: _____ DL#: _____

Property: _____

Signature: _____ Date: _____

Mail completed property claim form and attachments to:

City of Keller
Attn: Unclaimed Property
P.O. Box 770
Keller, TX 76244-0770