

**UNCLAIMED PROPERTY**

The City of Sacramento’s Finance Department has unclaimed property belonging to vendors, former employees and utility ratepayers. The unclaimed property consists of uncashed vendor and payroll checks and unrefunded utility billing account balances. The uncashed checks were issued and mailed but have not been cashed three years or more after their issue date. The unrefunded utility billing account balances are credit balances that were not requested to be refunded when a customer closed their account.

**Please review the following list to locate unclaimed property that might be owed to you or your business:**

**Unclaimed Property List**

If after reviewing the list, you have determined that the City may have property belonging to you or your business, please complete the claim form and follow the instructions for claiming.

The City has a duty to release funds only to the rightful owner. In this regard, we ask that the claimants provide documentation to validate their claims to ensure that only the rightful owner receive the unclaimed property. Claimants may submit the claim form for their property to the City without any service charges or fees.

**Notice is hereby given under Government Code Section 50050-50056 that unclaimed property on the attached list will become the property of the City of Sacramento on June 24, 2025. Any claim against these items of unclaimed property must be filed on or before June 23, 2025 in accordance with the instructions below. Claims should be mailed to the City of Sacramento, Finance Department, ATTN: Unclaimed Property, 915 I Street, Mail Stop 09620, Sacramento, CA 95814 or emailed in PDF format to** [**unclaimedproperty@cityofsacramento.org**](mailto:unclaimedproperty@cityofsacramento.org) **with the subject header “Claim for (name), (amount) within the (fund) Fund”.**

**INSTRUCTIONS FOR CLAIMING UNCLAIMED PROPERTY**

To file a claim for unclaimed property:

1. To file a claim, the claimant must complete and submit a City’s Claim for Unclaimed Property form. Please include all required documentation. NOTE: A separate claim form is not required for each item of property owned by the same owner. Just add additional pages as needed to provide the pertinent information for each item of property claimed.
2. The form may be typed or filled out by hand in black or blue ink.
3. For all claims, the claimant must show proof of identity and proof of ownership of the property. Proof of identity may be provided by a valid governmental photo identification (e.g., driver’s license, passport, or a government employer identification badge). Proof of ownership will vary depending on the nature of the property claimed but may include proof of residence or ownership at a particular address or proof of a relationship (vendor, employee, contractor, etc.) with the City at a specified time.
4. If the claimant is claiming the money on behalf of a business entity, the claimant must provide proof that he or she has legal authority to make such request. Proof of authority can be, for example, but is not limited to, a signed letter on company letterhead from the owner or CEO of the company.
5. If the money is being requested to be paid to someone other than the original owner of payee (e.g., to a person instead of the business entity), the City, requires a written, signed statement made under penalty or perjury and other pertinent legal documents which shall justify the change in payee.
6. All pertinent information called for on the form must be filled in or otherwise provided. The claim form must be signed by the claimant, and the signature must be notarized if the claim is for $100 or more.
7. For claims submitted by an agent on behalf of the claimant under power of attorney, the power of attorney form must have the notarized signature of the claimant, and the claim form must also have a notarized signature of the claimant. If the City’s Limited Power of Attorney form is not used, the claimant will be required to pay the cost of having the City Attorney review the power of attorney for legal validity.
8. Completed claim forms and supporting documentation must be mailed to:

City of Sacramento

Department of Finance

Attn: Unclaimed Property

915 I Street, 4th Floor

Sacramento, CA 95814

or emailed in PDF format to [unclaimedproperty@cityofsacramento.org](mailto:unclaimedproperty@cityofsacramento.org) with the subject header “Claim for (name), (amount) within the (fund) Fund”.

**All forms must be received by the City by 5:00 p.m. of the filing deadline.**

1. If you have any questions, please email: [unclaimedproperty@cityofsacramento.org](mailto:unclaimedproperty@cityofsacramento.org) or mail questions to the above address.

Please note that it may take up to 90 days to process your claim and, if approved, approximately 30 additional days for you to receive payment. This process may take even longer under certain circumstances.