

**TAMMI DAVIS
WASHOE COUNTY TREASURER
1001 E 9TH ST – P O BOX 30039
RENO NV 89520**

***DOCUMENTS REQUIRED TO CLAIM EXCESS PROCEEDS FROM THE
PERSONAL PEROPERTY TAX SALE***

1. A copy of the title indicating the owner at the time of sale by the Washoe County Treasurer
2. A valid picture ID (i.e.: driver's license)
3. A notarized Release of Funds form from the Treasurer's Office
 - a. All vested owners must fill out an application
 - b. If the funds are being requested through a recovery agent a copy of the contract assigning a portion of the benefits to the recovery agent must accompany the application. The agreed upon percentage of the funds must be included in the contract.
 - c. A copy of the partnership agreement to determine the powers and duties of partners. Claims must be made through the director of the corporation. The claimant must provide evidence that they are a director of the corporation (i.e. records filed with Nevada Secretary of State's office, minutes of meetings showing election of the directors). Note: **If a partnership or corporation shows a revoked status with the Nevada Secretary of State's office they may not transact business. Pursuant to [NRS 78.175 \(4\)](#) all property and assets of a defaulting corporation must be held in trust by the directors of the corporation.**
4. A certified copy of your marriage certificate (if your name is different than the original title)
5. A certified copy of a death certificate for any deceased joint tenants on the original title. (If you are an heir, you must present a copy of the probate court order showing the property was given to you.)
6. Contact information in case we need additional documents or information.

Return the above information to the Treasurer's Office, Attention: Excess Proceeds Division.

** Excess proceeds will be held for six months after the sale deed is recorded.