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**CLAIM FOR EXCESS PROCEEDS**

I hereby certify that I am a party of interest in the following real property:

Parcel Number:

Assessee:

Situs:

Date Sold:

Date Tax Deed Recorded:

I claim excess proceeds under Revenue and Taxation Code §4675 based upon my interest in the above described property as a:

- Lienholder of Record
- Owner of Record
- Qualified Heir(s) of Owner of Record
- Claimant Filing on Behalf of a Business
- Assignee of a Party of Interest

All necessary documentation proving my right to excess proceeds is enclosed. I affirm under penalty of perjury that the foregoing and all enclosures are true and correct to the best of my knowledge. I understand that this claim form must be postmarked within one year of the tax deed and that claims received after that date will not be accepted per state law.

\_\_\_\_\_  
Name of Claimant (typed or printed)

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Email address:

\_\_\_\_\_  
Daytime phone number:

\_\_\_\_\_  
Mailing address:

\_\_\_\_\_  
Social Security Number:

\_\_\_\_\_  
Driver's License Number:

\_\_\_\_\_  
State:

Office of the Treasurer & Tax Collector  
City and County of San Francisco

Property Tax Section



José Cisneros, Treasurer

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Submit completed form to:  
City and County of San Francisco  
Office of the Treasurer & Tax Collector-Legal Section  
PO Box 7246  
San Francisco, CA 94120-7426

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)

Signature \_\_\_\_\_



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The California Revenue and Taxation Code, section 4675, states in part (paraphrased):

Parties of interest and their order of priority are:

- (a) First, lien holders of record prior to the recordation of the tax deed to the purchaser, in the order of their priority.
- (b) Then, any person with title of record to all or any portion of the property prior to the recordation of the tax deed to the purchaser. In the event that a person with title of record is deceased at the time of distribution of excess proceeds, the heirs may submit an affidavit pursuant to Chapter 3 (commencing with section 13100) of Part 1 of Division 8 of the Probate Code to support their claim for excess proceeds.
- (c) A party of interest in the property at the time of the sale may assign his or her right to claim the excess proceeds only by a dated, written instrument that explicitly states that the right to claim the excess proceeds is being assigned, and only after each party to the proposed assignment has disclosed to each other party to the proposed assignment all facts of which he or she is aware relating to the value of the right that is being assigned (§4675).

If you believe you qualify as a party of interest in the sale of tax defaulted property described on the enclosed claim hereof, please fill out the claim form stating how you have determined your status as a party of interest.

You must attach original supporting documents to verify your claim as follows:

- 1) **Parties of Interest under subsection (a)**, Trust Deed beneficiaries must submit the original promissory note, trust deed and any assignments, evidencing the lien or security interest, along with a statement setting forth the original amount of the lien, the total amount of payments received reducing the original amount of the lien, and the amount that was still due and payable as of the date of the sale of the tax defaulted property by the tax collector. If you are a judgment creditor or other type of lienholder, you also must submit a statement setting forth the original amount of the lien, the total amount of payments received reducing the original amount of the lien, and the amount that was still due and payable as of the date of the sale of the tax defaulted property by the tax collector. In addition, judgment creditors must also submit verifiable proof that the judgment debtor is the person(s) who possessed record ownership of the property sold at the tax sale.
- 2) **Parties of Interest under subsection (b)**, you must submit original recorded documents (e.g., deed, death certificate, court order, etc.) supporting your claim. You must also submit a notarized verification that you are the person named in the document where you acquired title, and photo proof



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of identity (i.e., current driver's license, passport etc.). You should also submit supporting documentation such as utility payments, property improvement/repair receipts and other such types of documents to prove your claim. If you are claiming as an heir pursuant to Chapter 3 of the Probate Code, in addition to the above required documentation, you must also submit a properly completed affidavit and a notarized verification of proof of identity.

3) **Parties of Interest under subsection (c)**, you must submit, in addition to the proof required of lienholders and persons with title of record, proof in the form of a verified affidavit executed by all parties to the assignment, that the amount of excess proceeds has been disclosed to the party of interest and that the party of interest has been advised of his or her right to file a claim for the excess proceeds on his or her own behalf (§4675).

PLEASE NOTE: Claims will be processed after one year has passed from the date of the recording of the deed to the purchaser. To be considered, completed claims must be received **BEFORE THE EXPIRATION OF ONE YEAR** following the date of the recording of the deed to the purchaser. Following County Counsel's review, the claim will either be approved or denied. Once a determination has been made, notice will be sent to each claimant advising the amount of excess proceeds to be awarded. After 90 days, Controller will issue a county check in payment.

**MAIL COMPLETED FORMS AND SUPPORTING DOCUMENTATION TO:**

Office of the Treasurer & Tax Collector – Legal Section  
P.O. BOX 7426  
San Francisco, CA 94120-7426

If you have any questions or need further assistance, you may call 311 (415-701-2311 if outside SF) or submit your question electronically at: [sftreasurer.org/help-center](http://sftreasurer.org/help-center)