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

DOCUMENTS REQUIRED TO CLAIM EXCESS PROCEEDS FROM THE REAL PROPERTY TAX SALE

1. A copy of the original vesting deed for the owner of the parcel prior to the tax sale. **(NOT the deed that the Washoe County Treasurer recorded)**

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 vested deed)

5. A certified copy of a death certificate for any deceased joint tenants on the original deed. (If you are an heir, you must present a copy of the probate court order showing the property was given to you.)

6. Documentation showing your legal connection to the parcel prior to the auction.

7. 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 one year after the sale deed is recorded. All claims for excess proceeds must be filed within this one year period. The Washoe County Treasurer with the help of the District Attorney will then approve or deny all claims within 30 days after the period for filing a claim has expired.