

# CLAIM FOR EXCESS PROCEEDS SUPPORTING DOCUMENTATION CHECKLIST

The items in the lists below are not exhaustive of all the types of documents the TTC may require to perfect a claim for excess proceeds. The County reserves the right to request additional documents not listed herein.

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## A. OWNER OF RECORD PRIOR TO TAX SALE

1. Clear copy of valid photo identification<sup>1</sup>
2. Original or certified copy of recorded deed to sold property<sup>2</sup>
3. Original utility bill or similar record to validate address on the recorded deed or last known mailing address on file with Assessor's office
4. Proof of name change, such as original or certified copy of marriage certificate<sup>3</sup> or similar acceptable documentation
5. Family trust, if applicable
6. Original or certified copy of marriage certificate for husband and wife<sup>3</sup>, if applicable

## B. HEIR TO OWNER OF RECORD PRIOR TO TAX SALE

1. Clear copy of valid photo identification<sup>1</sup>
2. Original or certified copy of recorded deed to sold property<sup>2</sup>
3. Original utility bill or similar record to validate address on the recorded deed or last known mailing address on file with Assessor's office
4. Proof of name change, such as original or certified copy of marriage certificate<sup>3</sup> or similar acceptable documentation
5. Family Trust, if applicable
6. Original or certified copy of birth certificate<sup>3</sup> of heir
7. Original or certified copy of marriage certificate<sup>3</sup>, if applicable
8. Probate Order<sup>2</sup> of estate of the deceased previous owner of record, or Family Trust
9. Original or certified copy of death certificate<sup>3</sup> of deceased previous owner of record
10. Copy of a valid will, if testate

## C. LIENHOLDERS: TRUST DEED BENEFICIARIES – INDIVIDUALS

1. Clear copy of valid photo identification<sup>1</sup>
2. Original or certified copy of recorded deed of trust to sold property<sup>2</sup>
3. Original promissory note
4. 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 still due and payable as of the date of the sale of the tax-defaulted property by the tax collector<sup>4</sup>
5. Payment schedule or calculations/breakdown of payments received and interest collected according to the Note up to the tax sale date<sup>4</sup>
6. Family Trust, if applicable

## D. LIENHOLDERS: TRUST DEED BENEFICIARIES – BUSINESSES

1. Original or certified copy of recorded deed of trust to sold property<sup>2</sup>
2. Original promissory note
3. 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 still due and payable as of the date of the sale of the tax-defaulted property by the tax collector<sup>4</sup>
4. Payment schedule or calculations/breakdown of payments received and interest collected according to the Note up to the tax sale date<sup>4</sup>
5. Family Trust, if applicable
6. Board Resolution or Minutes of the Meeting authorizing an officer to file a claim on behalf of the business – Certified by Corporate Secretary<sup>4</sup>
7. Current original or certified copy of Certificate of Status<sup>5</sup>
8. Original or certified copy of Articles of Incorporation (Corporation) or Articles of Organization (LLC)<sup>5</sup>
9. Original or certified copy of Statement of Information or Statement of Organization<sup>5</sup>
10. Original or certified copy of recorded document of Merger or Acquisition, if applicable
11. Original or certified copy of recorded document of transfer of loan, if applicable

## E. LIENHOLDERS: JUDGEMENT CREDITORS

1. Clear copy of valid photo identification<sup>1</sup>
2. Original or certified copy of Abstract of Judgement<sup>2</sup>
3. 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 still due and payable as of the date of the sale of the tax-defaulted property by the tax collector<sup>4</sup>
4. Payment schedule or calculations/breakdown of payments received and interest collected according to the Note up to the tax sale date<sup>4</sup>
5. Verifiable proof that the judgment debtor is the person(s) who possessed record of ownership of the property sold at the Tax Sale.

## F. AGENTS OF SERVICE

1. Documentation requirements for the above category represented by the agent
2. Clear copy of valid photo identification<sup>1</sup>
3. Authority to act on behalf of the business<sup>4</sup>
4. Original or certified copy of documentation of business<sup>5</sup>

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1. Driver's license, Passport, State Identification, Mexican Matricula Consular, Military ID (Required only for individual filers)
  2. A certified copy of the recorded deed must be obtained from the Los Angeles County Registrar-Recorder Office.
  3. A certified copy of a vital record or a marriage certificate must be obtained from the Los Angeles County Registrar-Recorder Office or from the State Registrar-Recorder Office of place of birth or place of death.
  4. Declaration, statement, resolution, must be declared under penalty of perjury and notarized.
  5. A certified copy of recorded business documents must be obtained from the Secretary of State Office or from the Government Agency where business was registered.