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California State Controller
UNCLAIMED PROPERTY DIVISION

# NOTICE TO HOLDERS

## Standardized Inventory Form Available for Reporting Safe Deposit Box Contents
## Effective May 1, 2004

The State Controller's Office (SCO), Unclaimed Property Division, has developed a **Standardized Inventory Form** to assist holders in accurately and uniformly detailing the contents of abandoned safe deposit box contents.

By law, safe deposit boxes must be reported to the SCO if the contents are unclaimed by the owner for more than three years from the date on which the lease or rental period on the box or other repository expired. California's Code of Civil Procedure, Section 1530, provides that the report of safe deposit boxes shall be on a form prescribed or approved by the Controller and shall contain a description of the property reported by the holder.

Please take a few minutes to review the attached form. The SCO *recommends but does not require* that the standardized inventory form be used by all banks and financial institutions. Use of the standardized inventory form is recommended for the following reasons:

- The use of the form saves time and eliminates the need for lengthy or unnecessary descriptions.
- All items of commercial value are detailed and accurately identified.
- The standardized form enables all holders, the SCO, and box owners or heirs to quickly verify all items for reporting, remittance, receipt, or claim.