



Controller Malia M. Cohen

California State Controller's Office

Unclaimed Property Division

SAFE DEPOSIT BOX INVENTORY FORM

Section I		Safe Deposit Box #:	Lien Amount:
	Branch #	Date of Abandonment:	Last Notification Date:
		Date of Inventory:	SSN:
HOLDER NAME		OWNER NAME 1 (Last, First, and Middle Names)	
ADDRESS		OWNER NAME 2 (Last, First, and Middle Names)	
CITY, STATE, ZIP		MAILING ADDRESS	
		CITY, STATE, ZIP	

Section II

Please check the box if these items are included in the Safe Deposit Box. A count or itemized description is not needed

Vital Statistics

- Birth Certificates
 Death Certificates
 Marriage Certificates

Legal Documents/Agreements

- Last Will and Testament
 Divorce Decrees
 Adoption Papers
 Abstracts/Agreements/Deeds/Property Titles
 Mortgages
 Car Titles
 Passports

Other Documents

- Life Insurance Policies
 Income Tax Records/Receipts
 Bank Statements/Cancelled Checks/Etc.
 Service Records/Military or Other
 SSN Records
 Naturalization Papers

Miscellaneous Papers

- Letters/Postcards/School Info/Licenses
 Receipts and Other Misc. Papers

Media Photos/Negatives/Videos

- Cassettes/Diskettes/CDs/Etc.

Additional

- Tangible Contents
 Use form SDU-090103B

Section III

WE HEREBY CERTIFY THAT THIS IS A COMPLETE AND ACCURATE INVENTORY OF THE CONTENTS OF THE ABOVE SAFE DEPOSIT BOX OPENED IN OUR PRESENCE. (PLEASE INDICATE THE NUMBER OF ADDITIONAL INVENTORY PAGES INCLUDED WITH THIS REPORT _____.)

Signature of bank officer		Date	Signature of other bank employee present		Date
Printed name and title of above officer		Date	Printed name and title of above employee		Date

Section IV

RELEASE OF CONTENTS

On ___/___/___, upon receipt of \$, which represents:

- Past Due Rent Drill Costs Storage Fees

The contents described in this inventory were released to , who has signed below to acknowledge receipt of all of the contents as itemized and who hereby releases this institution from all responsibility.

Signature of person receiving contents		Date	Name and identification of recipient		Date
Signature of bank officer present		Date	Signature of other bank employee present		Date

General Instructions for completing the Safe Deposit Box Inventory Form (SDU-090103A)

The Safe Deposit Box Inventory Form (SDU-090103A) may be prepared and submitted for each box owner, regardless of the content value, by all holders reporting abandoned safe deposit box contents. Each owner's contents must be reported and inventoried individually, and not commingled with the contents of other owners.

If there are tangible contents in addition to documents and miscellaneous papers, the items must be recorded on the Safe Deposit Box Detail Sheet (SDU-090103B). **It is not necessary to submit the detail sheet if there are no contents other than documents or miscellaneous papers.**

Please type or print clearly.

Complete Section I

Complete all holder information. Provide the safe deposit box number, box owner(s) name(s), and other pertinent information as required.

Complete Section II

Check all appropriate boxes as they relate to the contents being inventoried.

Complete Section III

Inventories should be prepared, signed, and dated in dual custody.

Complete Section IV

Complete this section if the contents are claimed by the box owner(s) or heirs prior to escheatment.