

**THE STATE OF CALIFORNIA REQUIRES US TO NOTIFY YOU THAT YOUR UNCLAIMED PROPERTY MAY BE TRANSFERRED TO THE STATE IF YOU DO NOT CONTACT US.**

[Date]

[Property Owner Name]

[Street Address]

[City, State Zip]

Re: [Property Description]

**Account Number:** [# # # #]

Date of Escheatment: [Date of Escheatment]

Dear [Property Owner Name]:

**California Unclaimed Property Law requires business entities to transfer funds of a deposit, account, shares, or other interest to the State Controller's Office (SCO) if it has been inactive for [number] year[s]. According to our records, there has been no activity on your account for more than [number] year[s]. Therefore, your property is in danger of escheating to the State unless you contact us or respond by completing, signing, and returning this notice prior to the Date of Escheatment listed above.**

[Holder Business Name]

[Street Address]

[City, State Zip]

[Person Responsible for Owner Inquiries]

[Email Address]

[Telephone/Fax Number]

If your property is transferred to the State, you will be required to file a claim with the SCO to recover it, in accordance with the provisions of the *Code of Civil Procedure* section 1500 et seq.

Thank you for your assistance in this matter.

Sincerely,

[Holder]

**PLEASE SIGN BELOW AND RETURN THE ENTIRE NOTICE**

<b>PROPERTY OWNER SIGNATURE</b>	<b>DATE</b>
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Print Name \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**ACTION TO BE TAKEN:**

I wish to maintain this account; by signing and returning this notice, I am satisfying the requirements of the *Code of Civil Procedure* by indicating an interest in the account and my desire that [Holder Business Name] maintain this account on my behalf.

Other \_\_\_\_\_