



# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

## INSTRUCTIONS FOR CLAIMING UNCLAIMED PROPERTY

To file a claim for unclaimed property:

1. To make a claim for unclaimed money, the claimant must complete and submit a [Claim for Unclaimed Property](#) form. Please include all required documentation. NOTE: A separate claim form is not required for each item of property owned by the same owner. Just add additional pages as needed to provide the pertinent information for each item of property claimed.
2. The form may be typed or filled out by hand in black or blue ink.
3. For all claims, the claimant must show proof of identity and proof of ownership of the property. Proof of identity may be provided by a valid governmental photo identification (e.g., driver's license, passport, or a government employer identification badge). Proof of ownership will vary depending on the nature of the property claimed, but may include proof of residence or ownership at a particular address or proof of a relationship (vendor, employee, contractor, etc.) with the City at a specified time.
4. If the claimant is claiming the money on behalf of a business entity, the claimant must provide proof that he or she has legal authority to make such request. Proof of authority can be, for example, but is not limited to, a signed letter from the owner or CEO of the company on company letterhead.
5. If the money is being requested to be paid to someone other than the original owner or payee (e.g., to a person instead of to the business entity), the City requires a written, signed statement made under penalty of perjury and other pertinent legal documents which shall justify the change in payee.
6. All pertinent information called for on the form must be filled in or otherwise provided. The claim form must be signed by the claimant, and the signature must be notarized if the claim is for \$100 or more.
7. For claims submitted by an agent on behalf of the claimant under power of attorney, the power of attorney form must have the notarized signature of the claimant, and the claim form must also have a notarized signature of the claimant.



# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

8. Completed claim forms and supporting documentation must be mailed to:

City of Covina  
Administrative Services Department – Finance Division  
Attn: Unclaimed Property  
125 E. College St.  
Covina, CA 91723-2199

**All original forms must be received by the City by 6:00p.m. of the filing deadline.** PDF copies received by email will be accepted only for purposes of meeting a filing deadline; however, the claim form with an original signature must be received by the City within five business days of the filing deadline in order to process the claim. *If the original claim is not received within five business days, the PDF claim will be rejected.*

Once a proper claim has been received by the City, the propriety of the claim will be evaluated and the claimant will be notified if any further information is needed.

9. If you have any questions, please email [FinanceDept@Covinaca.gov](mailto:FinanceDept@Covinaca.gov) or mail questions to the above address.

Please note that it may take up to 60 days to process your claim and, if approved, approximately 15 additional days for you to receive payment. This process may take longer under certain circumstances.