

Unclaimed Property FAQs

How do items get on the Unclaimed Property list?

Money generally is unclaimed for one of two reasons: a) an individual has passed away and heirs are unaware that their loved one was due money from the Community; or b) an individual has moved and has forgotten to update the Community with their new contact information.

How do I prevent my money from becoming unclaimed?

Keep the Community informed whenever your contact information, particularly your mailing address, changes. The best/easiest way to do this is by using an Information Update form. This will notify departments such as Finance, Enrollment, Human Resources and Community Relations of the change all with submission of a single form. Another way to prevent money from becoming unclaimed is to cash any and all checks received from the Community within 90 days of the check date. After 90 days, Community checks are non-negotiable.

Am I able to claim the money of a deceased family member?

In order to claim money of a deceased family member, you must provide a social security number for the decedent. You are required to provide a court order that proves you are an individual the Community Court recognizes as having lawful authority to collect the estate of the decedent.

I recognize a friend or relative on the Unclaimed Property List. May I file a claim on their behalf?

Before any information or property is released to you, you must provide the social security number for the property owner. You are required to prove that you are an individual the Community recognizes as an authorized agent for the living owner. Examples include:

- a complete copy of your valid power of attorney agreement (the original must be presented to our office and once validated, a copy will be taken)
- letters of appointment or order issued by a court of law
- letters of acceptance as trustee, Certificate of Trust or a copy of the Trust's title page and signature page along with the article of the Trust which names you as trustee
- copy of the minor's birth certificate

If I file a claim for unclaimed property, will I be notified if it is approved or denied?

Within ninety (90) days after a claim is filed, Finance will give written notice of whether a claim is approved, whether more information is required, or if the claim is denied and the reasons for denial.

If my claim is approved, when can I expect payment?

Finance will pay an approved claim out within 30 days of approval date.