



OFFICE OF THE WASHOE COUNTY TREASURER

DOCUMENTS REQUIRED TO CLAIM EXCESS PROCEEDS FROM THE MOBILE OR MANUFACTURED HOME, AIRCRAFT, OR PERSONAL PROPERTY OF A BUSINESS TAX SALE

Per NRS 361.535(6), if the former owner of a mobile or manufactured home, aircraft, or personal property of a business that was sold pursuant to this section makes a claim in writing for the balance of the proceeds of the sale within six months after the completion of the sale, the county assessor** shall pay the balance of the proceeds of the sale or the proper portion of the balance over to the former owner if the county assessor** is satisfied that the former owner is entitled to it.

1. A copy of the title indicating the owner at the time of sale by the Washoe County Treasurer
2. A valid picture ID (i.e.: driver's license)
3. A notarized Release of Funds form from the Treasurer's Office
 - a. All vested owners must fill out an application
 - b. If the funds are being requested through a recovery agent a copy of the contract assigning a portion of the benefits to the recovery agent must accompany the application. The agreed upon percentage of the funds must be included in the contract.
 - c. A copy of the partnership agreement to determine the powers and duties of partners. Claims must be made through the director of the corporation. The claimant must provide evidence that they are a director of the corporation (i.e. records filed with Nevada Secretary of State's office, minutes of meetings showing election of the directors). Note: **If a partnership or corporation shows a revoked status with the Nevada Secretary of State's office, they may not transact business. Pursuant to [NRS 78.175 \(4\)](#) all property and assets of a defaulting corporation must be held in trust by the directors of the corporation.**
4. A certified copy of your marriage certificate (if your name is different than the original title)
5. A certified copy of a death certificate for any deceased joint tenants on the original title. (If you are an heir, you must present a copy of the probate court order showing the property was given to you.)
6. Contact information in case we need additional documents or information.

Return the above information to the Treasurer's Office, Attention: Excess Proceeds Division, PO Box 30039, Reno NV 89520.

** Excess proceeds will be held for six months after the sale. All claims for excess proceeds must be filed within this six month period. The Washoe County Treasurer with the help of the District Attorney will then approve or deny all claims within 30 days after the period for filing a claim has expired.