



CITY OF BEVERLY HILLS
Instructions for Filing a Claim
Form for Unclaimed Property

- A. **Individual Claimant** – Claims initiated by the owner of the property must submit the following documents:
1. Completed and signed Unclaimed Property Claim Form.
 2. A copy of the check (if available).
 3. Copy of any official form used for identification, such as a driver's license, military identification card, or passport.
- B. **Business Claimant** – The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional association, non-profit organization, government entity, or private organization, and submitted with the following documents:
1. Completed and signed Unclaimed Property Claim Form.
 2. A copy of the check (if available).
 3. Copy of any official form used for identification, such as a driver's license, military identification card, or passport.
 4. Federal tax identification number.
 5. Business card of the authorized officer or official.
 6. If a company or business has dissolved or changed names, additional information may be requested to process the claim.
- C. **Heir or Trustee of Deceased Property Owner** – Claims initiated by the authorized lawful heir or trustee of the deceased payee's claim must be accompanied by the following documents:
1. Completed and signed Unclaimed Property Claim Form.
 2. Death Certificate of the deceased owner of the property.
 3. Copy of any official form used for identification, such as a driver's license, military identification card, or passport.
 4. All claims made by heirs or trustees of a deceased payee are subject to review.

Please mail all the required information to the following address:

City of Beverly Hills
Attn: Accounting
455 N Rexford Dr #350
Beverly Hills, CA 90210

Or email to unclaimedfunds@beverlyhills.org