



Steve Westly  
Controller of the State of California

## Notice to Holders of Unclaimed Property

July 2003

### Holder Efforts Required to Notify Owners Prior to Escheatment of Unclaimed Property – Including Properties Owned by Government Agencies

This notice is a reminder that holders are required to make reasonable efforts to notify owners that their property will escheat to the state. This notice is required under Sections 1513.5, 1516 and 1520 of the California Code of Civil Procedure.

The above provisions require that if a holder has the apparent address of an owner in its records and nothing to indicate that this address is inaccurate, then the holder shall make reasonable efforts to notify the owner that their property will escheat to the state by mailing a notice.

- **When Is Notice Mailed:** The notice shall be mailed not less than 6 months nor more than 12 months before the time when the owner's property will escheat to the state. Or in the case of banking or financial institutions, the notice may be given not less than two years nor more than two and one-half years after the date of last activity.
- **What Is Included in Notice:** The notice must specify when the property will escheat to the state and include the need for filing a claim to recover the property once the property escheats to the state. The holder must also provide the owner with an opportunity to indicate an interest in the property. This is done by providing the owner with a form the owner can return to the holder to provide a current address or to express an interest in maintaining the account with the holder.
- **What if the Owner Responds:** If the owner provides an address or otherwise indicates an interest in the property, the holder will consider this as a contact or activity and will not escheat the property. The escheat period will start to run again from that date of contact, or any subsequent dates of contact.

The above requirements apply to holders for all owners of unclaimed property, including government agencies. The Controller's Office notes that there are significant numbers of properties reported for government agencies that can easily be located. Holders are strongly encouraged to maintain contact with government agencies (i.e. local, state) and to deliver properties owed to such agencies prior to the time that the property will escheat to the state.

Any questions regarding this notice should be directed to the Unclaimed Property Division's Compliance Unit at (916) 323-4674.