

## EXCESS RESALE CLAIMS INSTRUCTIONS

To obtain a claim for excess resale the following information needs to be submitted to the Ottawa County Treasurer's Office.

1. If owner is requesting claim we need identification/driver's license of the owner.
2. If owner is a business we need documentation listing the name(s) with authority to sign on behalf of business. Also, need a copy of identification/driver's license of person authorized to sign affidavit
3. If a third party is acting on behalf of owner, we need notarized statement/affidavit signed by owner that third party is authorized to act on their behalf. This will allow a third party to pick up a check in the name of owner.
4. If more than one person is entitled to the Excess Money, they must all sign the forms, or the forms can be changed to reflect a portion of the money they are entitled to receive, for example if three owners are listed, each one is entitled to 1/3 of the money so each owner could claim their 1/3 separately from the other two, and all must present identification/driver's license.
5. If owner is deceased, must have a copy of probate or legal documentation listing heirs, and present a copy of death certificate. Heir(s) must present identification/driver's license.
6. If last name is not the same as on our records due to marriage or divorce, we must have a copy of marriage license or divorce decree.
7. We will not accept Power of Attorney as a signature on affidavit or remitter on check. Owner must sign forms and provide documentation/identification.
8. After receiving the required documentation the claim will be issued for signature.
9. When paperwork is returned with proper signatures, identification/driver's license, etc., , along with our affidavits.
10. We realize each situation may be slightly different and we may have to adjust some of the instructions to accommodate these situations.



Kathy Bowling  
Ottawa County Treasurer

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(918) 542-8232  
Fax (918) 542-8493

AFFIDAVIT OF Excess Resale

STATE OF OKLAHOMA    )  
                                      ) SS  
COUNTY OF OTTAWA    )

I, \_\_\_\_\_, being of legal age, do on my oath  
depose and state as follows:

1. That I hereby swear under penalty of perjury that I am entitled to the  
excess proceed from the tax resale property located at  
\_\_\_\_\_  
sold by the Ottawa County Treasurer in the \_\_\_\_\_ tax resale.
2. That I am hereby making request for any excess proceeds from the tax  
resale of said property and I also hereby disclaim any further interest in  
said property and I also waive any lack of notice relating to the tax resale  
of said property.

FURTHER AFFIANT SAYETH NOT.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My Commission expires \_\_\_\_\_ Notary: \_\_\_\_\_

*Wisely investing your tax dollars*