



# To Claim Funds

No one may charge a fee to help you collect your money.  
Homeowner(s) of record can work directly with the Denver Public Trustee.  
Complete the attached claim form, sign it, and submit it with all required documents to:

**Hon. Paul D. López, Clerk & Recorder/Public Trustee**

200 W. 14<sup>th</sup> Ave.  
Denver, CO 80204

Office hours are Mon-Fri, 8 a.m.-4:30 p.m. excluding city holidays.

**If a homeowner is collecting in person, you will need:**

- A valid state-issued driver's license or a state-issued photo ID
- Any three documents from the box

**If a homeowner(s) is out of state, you will need:**

- A notarized copy of a valid state-issued driver's license or a state-issued photo ID including the claimant's signature
- Any three documents from the box
- To include a pre-paid, self-addressed shipping label and envelope (USPS, FedEx, UPS, etc.) to send and track delivery of funds. Checks cannot be sent to a P.O. Box.

**If homeowners are divorced:**

- Claim forms must be filled out by both parties. And both parties must appear together, in person, to collect the funds.
- An exception may be made if one of the parties provides a divorce decree or court order that shows how the funds should be distributed.
- The documents needed (marked with a ❖ below) are the same as if collecting funds in person or if the claimant is located out of state.

**If a homeowner(s) is deceased, the beneficiary / personal representative will need:**

- A valid state-issued driver's license or a state-issued photo ID. If collecting from out of state, the ID must be notarized and include the claimant's signature.
- A certified copy of death certificate(s) from Vital Statistics
- Valid Letters of Testamentary or Letters of Administration issued by a probate court to show appointment as Personal Representative or Successor Personal Representative

**If otherwise authorized to submit a claim on behalf of someone else:**

Contact the Denver Public Trustee at 720-865-8400 or by email at [denverptaaccounting@denvergov.org](mailto:denverptaaccounting@denvergov.org).

**Timeframe:**

The claim process and issuance of excess funds can increase based on circumstances and the documents received by our office.

- Any foreclosure documents received from the Denver Public Trustee
- Previous utility bill, showing the foreclosed property address
- Mortgage Statement
- Property Tax Statement
- Unrecorded Deed of Trust and Promissory Note
- Excess Funds notice received from the Denver Public Trustee

All checks will be made payable in full to the property owner(s) of record and cannot be split or made payable to anyone else, unless ordered by the court.

\*\* If more than one person is listed on the Notice of Election and Demand, all parties must submit the necessary documentation and be present to collect the funds.

For additional information, please contact the Denver Public Trustee at 720-865-8400 or by email at [denverptaaccounting@denvergov.org](mailto:denverptaaccounting@denvergov.org)

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**DENVER CLERK  
& RECORDER**

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200 W. 14<sup>th</sup> Ave | Denver, CO 80204

**PHONE:** 720-865-8400

**WEB:** [WWW.DENVERCLERKANDRECORDER.ORG](http://WWW.DENVERCLERKANDRECORDER.ORG)

**EMAIL:** [CLERKANDRECORDER@DENVERGOV.ORG](mailto:CLERKANDRECORDER@DENVERGOV.ORG)