

**CHERYL PAUL  
ELKO COUNTY TREASURER  
571 IDAHO STREET, SUITE 101  
ELKO, NV 89801**

***INSTRUCTIONS TO CLAIM EXCESS PROCEEDS- REAL PROPERTY***

1. A completed W-9 Form.
2. A valid picture ID (i.e. driver's license)
3. A notarized Request for Disbursement of Excess Proceeds from Sale of Property for Delinquent Taxes (per NRS 361.610).
  - 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 the partners.
4. A certified copy of your marriage certificate (if your name is different than the original deed).
5. A certified copy of a death certificate for any deceased joint tenants on the original deed. 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 should we need additional documents or information.

Return the above information to the Treasurer's Office: 571 Idaho Street, Suite 101, Elko, NV 89801

\*\*Excess proceeds will be held for **one year** after the sale deed is recorded. The Elko County Treasurer will then approve or deny all claims within 30 days after the period for filing has expired.