



Unclaimed Property Claim Form

The City of Allen is committed to processing and paying all unclaimed property within 90 days or less. Claimants are required to provide the city with sufficient proof and documentation to substantiate entitlement to payment.

When preparing your claim form, keep in mind that all available information that you can list will help ensure a smooth and productive claims process. Driver's license numbers, last known addresses, and property descriptions are items used to verify ownership during the claims process.

A copy of your Driver's License or any official documentation used for identification is required. A list of all addresses used that may be associated with property being claimed, including PO Boxes may also be beneficial but is not required.

Failure to provide your IDENTIFICATION, SIGNATURE, or COMPLETION OF THIS CLAIM FORM will result in your claim form being returned to you and your payment not being processed. **You must be 18 years or older to claim property.**

Claimant Information

NAME _____

PHONE _____ DL# _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Mail completed form to:

City of Allen
Finance Department
Attn: Unclaimed Property
305 Century Pkwy
Allen, TX 75013

Email completed form to:

accountspayable@cityofallen.org

Please reference "Unclaimed Property" in the email subject line.

Should have any questions, please contact the Finance Department at 214.509.4626.