



**CLAIM FORM INSTRUCTIONS**

If you believe you are entitled to surplus proceeds as a result of a tax foreclosure sale, fill out this form and mail it, along with the required documentation outlined below, to the following address:

Yamhill County Counsel's Office  
ATTN: Tax Foreclosure Surplus Claim  
535 NE Fifth Street  
McMinnville, OR 97128

1. Attach a copy of the front and back of your current photo identification (e.g., driver's license). Provide proof of your current mailing address if different from current photo identification.
2. If applicable, attach a copy of documentation showing proof of any name changes (e.g., marriage certificate).
3. Include a copy of the property deed or other documentation showing prior ownership.
4. If you are claiming surplus proceeds for someone else, please provide documentation such as a power of attorney, conservator, guardian, etc.
5. If you are claiming property as an heir to a deceased person, send documentation such as a death certificate or obituary. If the probate is open, send original court-certified copies of Letters of Administration or Affidavit of Claiming Successor. If the probate is closed, send an original court certified copy of the Final Decree of Distribution listing the heirs. Note: Yamhill County requires probate on claims for surplus funds valued at \$5,000 and above.
6. Sign completed form in the presence of a notary public.

---

**SURPLUS FUNDS COMPUTATION**

*(to be completed by County Staff)*

		<i>Staff Initial</i>
Sale Amount:	\$ _____	_____
Back Taxes Owed:	\$ _____	_____
Interest:	\$ _____	_____
Liens:	\$ _____	_____
Fees & Penalties:	\$ _____	_____
Maintenance Costs:	\$ _____	_____
Legal Expenses:	\$ _____	_____
<b>SURPLUS PROCEEDS:</b>	<b>\$ _____</b>	_____