



# Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

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## INSTRUCTIONS FOR CLAIMING TAX DEED SURPLUS FUNDS

To request payment of Tax Deed Surplus the titleholder shall submit a claim to the following address:

Office of Nikki Alvarez-Sowles, Esq.  
Pasco County Clerk & Comptroller  
Attn: Clerk's Finance Department  
14236 Sixth Street, Suite 201  
Dade City, FL 33523

The claim shall contain:

1. Signed copy of the Unclaimed Funds Tax Deed Affidavit from the titleholder
2. Copy of titleholders photo identification (State issued ID, License, or Passport)
3. If claiming on behalf of the titleholder a notarized Power of Attorney and W-9 must be included
4. All documents must be originals

Once received, claims will be reviewed for entitlement eligibility.

### Please Note:

- Attached is the Unclaimed Funds Tax Deed Affidavit.
- The current listing of Tax Deed Surplus can be found [here](#).
- Clerk's Finance can be contacted directly at 352-521-4566 option 3 with any questions.

**PASCO COUNTY CLERK & COMPTROLLER  
 AFFIDAVIT OF ENTITLEMENT TO UNCLAIMED FUNDS  
 IN ACCORDANCE WITH LAWS OF FLORIDA, CHAPTER 197  
 TAX DEED SALE EXCESS PROCEEDS**

\_\_\_\_\_, who being first duly sworn, deposes and says:

1. That, as further stated in paragraph 3 below, I am one of the persons described in F.S. 197.502(4), to wit:
  - 1. Person to whom the property was assessed on the tax roll for the year in which property was last assessed.
  - 2. Legal titleholder of record whose address appears on the record of conveyance of the lands to the owner.
  - 3. Lien holder of record whose address appears on the recorded lien.
  - 4. Mortgagee of record whose address appears on the recorded mortgage.
  - 5. Vendee of a recorded contract or vendee who has applied to receive notice.
  - 6. Other lien holder who has applied to receive notice.
2. That certain real property situated in Pasco County, Florida, to which this claim applies, and legally described as follows:

Parcel Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

3. That, because of delinquent real property taxes, the above described real property was sold under the administration of the Clerk of the Circuit Court of Pasco County, Florida, on \_\_\_\_\_, 20\_\_\_\_, all in accordance with and pursuant to law.
4. That, at the aforesaid time of sale of the above described real property, as connected with Tax Certificate No. \_\_\_\_\_, and Tax Deed Application No. \_\_\_\_\_, I am one of those persons described in paragraph 1 above and entitled under Florida Statutes 197.582(2) to certain undistributed surplus funds as my interests appear. The maximum entitlement to such funds is \$\_\_\_\_\_, which is subject to all other claims by such other persons, as described in F.S. 197.502(4), within a two year period.

Please consider this formal direction to pay all such funds to the order of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

County of \_\_\_\_\_ State of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Personally Known or

Produced Identification \_\_\_\_\_

Notary Public: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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