



## UNCLAIMED PROPERTY

BRENDA D. WILLIAMS  
DEPUTY TREASURER

December 01, 2021

A Property Finder is defined as an individual or business entity, who, for a fee or other consideration, seeks to locate, deliver, recover, or assist in the recovery of property that is distributable to the owner or presumed abandoned. N.C.G.S. § 116B-52(11a). **Effective January 1, 2022, per Session Law 2021-157**, all Property Finders must be licensed as Private Investigators by the North Carolina Private Protective Services Board pursuant to Chapter 74C of the General Statutes per N.C.G.S. § 116B-78.1(a). Any exemptions under Chapter 74C would not be applicable if acting as a Property Finder. Only Licensed Private Investigators may enter into a Property Finder Agreement with a Claimant. Questions concerning licensing should be directed to the Private Protective Services Board at [www.ncdps.gov](http://www.ncdps.gov) or (919) 788-5320.

Pursuant to N.C.G.S. § 116B-78(f), a Property Finder must register each calendar year with the N.C. Department of State Treasurer (Department) and must pay a \$100.00 non-refundable registration fee. The fee must be paid via check or money order. Please find attached a registration form for your completion. If the form is not fully completed, it will be returned to you for completion. *Your registration will not be processed until a fully completed registration form has been submitted, along with either a check or money order in the amount of \$100.00.* You will be notified if your registration has been approved or denied. Note: Registration approval confirmation from the Department must be received prior to executing contracts with potential owners of unclaimed property.

A completed Property Finder Registration Form may be submitted via a secured portal at <https://unclaimed.nccash.com/app/tax-doc-upload> (see screenshot below) using the Finder's Tax ID or SSN listed on the registration form or it may be mailed to the address below. The \$100.00 registration fee should be mailed to the address below, along with a note stating that the registration form has been submitted online.

NC Department of State Treasurer  
Unclaimed Property Division  
PO Box 20431  
Raleigh, NC 27619-0431

Property Finders must follow the timing restrictions, disclosure requirements, fee cap, and *all* other requirements of N.C.G.S. § 116B-78 and N.C.G.S. § 116B-78.1 to legally operate within North Carolina. Note: The maximum allowed fee of 20% is **ONLY** applicable for North Carolina administered estates subject to N.C.G.S. § 28A-22-11 and surplus funds. For estates not administered in North Carolina and for all other property, excluding surplus funds, a maximum allowed fee of 20% or \$1,000.00, whichever is less, would apply. Please note, per Session Law 2021-157, a Property Finder may not qualify to serve as a personal representative per N.C.G.S. § 28A-4-2 (11) and N.C.G.S. § 28A-9-1 (5). Also, per N.C.G.S. § 28A-22-11, agreements with heirs are subject to the provisions of Article 4 of Chapter 116B of the General Statutes.

In order for the Department to monitor compliance with all the requirements of N.C.G.S. § 116B-78 and N.C.G.S. § 116B-78.1, Property Finder **must** follow the steps below to prevent a claim from being denied and possibly suspension of registration with the Department. Please be aware that, due to the attestation required with the electronic signature, Property Finders are prohibited from generating claims online.

- To potentially obtain a claim ID number, Property Finder must complete the *Finder Claim Number Request Form* located on the Department's website and forward the request to [Finder@nctreasurer.com](mailto:Finder@nctreasurer.com). Upon receipt, the Department will review the request and return the



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spreadsheet with assigned claim ID number(s) for those requests approved to proceed. A claim ID number will not be provided for those requests with incomplete or inaccurate information.

- Once a claim ID number has been provided to a Property Finder, a statutorily compliant finder agreement may be provided via secured portal at <https://unclaimed.nccash.com/app/claim-doc-upload> (see screenshot below) using the claim ID number or may be mailed to:

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PO Box 20431  
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- Upon receipt of a statutorily compliant finder agreement, a claim form detailing the properties included in the agreement and the initial evidence needed to begin processing the claim will be emailed to the Property Finder.
- Any required claim documentation may be submitted via the secured portal mentioned above using the claim ID number or may be mailed to:

NC Department of State Treasurer  
Unclaimed Property Division  
PO Box 20431  
Raleigh, NC 27619-0431

- Once the Department receives the claim form and agreement, it may request that you provide additional information to enable the Department to authenticate and evaluate the claim. If you do not respond within 90 days from the date of such request, the claim will be discontinued, at which point a new claim, along with supporting documents, will need to be filed with the Department. Claim status may be viewed online at <https://unclaimed.nccash.com/app/claim-status-search>.



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## Property Finder Document Upload Screen

← HOME

**Document Verification:** SUBMIT

By checking this box, I affirm all documentation uploaded here to be true, unaltered and factual.

**Document Submission Requirements:**

- Uploads must be either a standard PDF, TIF, PNG or JPG file type
- Individual files must not exceed 10MB
- Individual files must be greater than 1 byte
- Uploaded file names must not exceed 100 characters and must only contain letters, numbers and underscores.
- Before uploading your image, please make sure the image is cropped to fit the document. Any non-essential portion of the image such as a white background from a scanner should be trimmed away.

Enter your ID and email address in the fields below.

Tax ID/SSN: <input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" type="text"/>
Tax ID/SSN Confirmation: <input style="width: 100%;" type="text"/>	Email Address Confirmation: <input style="width: 100%;" type="text"/>
Upload Documentation: <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="background-color: #002060; color: white; padding: 2px 5px; border-radius: 3px; margin-right: 5px;">ADD DOCUMENT</span> <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/> </div>	

## Claims Document Upload Screen

← HOME

**Document Verification:** SUBMIT

By checking this box, I affirm all documentation uploaded here to be true, unaltered and factual as they pertain to the associated claim/property.

**Document Submission Requirements:**

- Uploads must be either a PDF, TIF, PNG or JPG file type
- Individual files must not exceed 10MB
- Individual files must be greater than 1 byte
- Uploaded file names must not exceed 100 characters and must only contain letters, numbers and underscores.
- Before uploading your image, please make sure the image is cropped to fit the document. Any non-essential portion of the image such as a white background from a scanner should be trimmed away.
- Certain claims require original documents in order to process and therefore cannot be uploaded to the website. Please refer to your claim form to determine if your claim requires original documentation. If you are unsure, please call our office at 866-NCCash1 (866-622-2741).

**Please Note:** To upload documents, you will be asked for the Claim ID. The Claim ID is located on your claim form in the upper right-hand corner.

Enter your numeric claim ID which can be found at the top right-hand corner of your claim form.

Claim ID: <input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" type="text"/>
Claim ID Confirmation: <input style="width: 100%;" type="text"/>	Email Address Confirmation: <input style="width: 100%;" type="text"/>
Upload Documentation: <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="background-color: #002060; color: white; padding: 2px 5px; border-radius: 3px; margin-right: 5px;">ADD DOCUMENT</span> <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/> </div>	



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**Property Finder Registration Form**  
**N.C.G.S. § 116B-78(f)**

**Calendar Year 2022**

Registered Finder (Business Entity or Individual's Name and Title to appear on Finder Agreements):

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

Primary Contact Name (if different than above): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

FEIN: \_\_\_\_\_ or SSN: \_\_\_\_\_ State of Incorporation or Residence: \_\_\_\_\_

Name of individual(s) contracted by Registered Finder who is/are registered as a Private Investigator with NC Private Protective Services Board. **Please provide copy of PI License for each.** (Attach listing if additional space is needed.)

NC PI Licensee Name: \_\_\_\_\_ NC PI License Number: \_\_\_\_\_

NC PI Licensee Email: \_\_\_\_\_

NC PI Licensee Name: \_\_\_\_\_ NC PI License Number: \_\_\_\_\_

NC PI Licensee Email: \_\_\_\_\_

NC PI Licensee Name: \_\_\_\_\_ NC PI License Number: \_\_\_\_\_

NC PI Licensee Email: \_\_\_\_\_

I certify that the information furnished herewith is true and accurate to the best of my knowledge and belief. I further certify that I have read N.C.G.S. §116B-78 and related statutes and acknowledge that:

- I shall not enter into a contract to locate, deliver or recover property any time from the date the property is distributable and until after the NC Department of State Treasurer has held the property for at least 24 months.
- Agreements with owners must comply with **all** requirements stated in N.C.G.S. § 116B-78(b). Noncompliant Agreements are void and unenforceable and any related claims will be **denied**. Same owner(s) shall sign Agreement and Claim Form.
- Only Licensed Private Investigators named above may sign agreements with owners.
- Total fees for the sum of all properties identified and due owner, regardless of the number of claims submitted, shall be limited to 20% or \$1,000, whichever is less, unless the agreement is subject to N.C.G.S. § 28A-22-11 (North Carolina administered estates ONLY), in which case, the fees shall be limited to 20%.
- I, or my agents, including legal counsel, shall not serve as a personal representative of an estate.
- I will contact the NC Department of State Treasurer to request and obtain a claim form and **will not** generate a claim form online ([www.nccash.com](http://www.nccash.com)).
- Copies of individual agreements must be submitted to the NC Department of State Treasurer prior to the creation of a claim form.
- All claim forms must be signed by the owner(s) before a notary, if applicable. Same owner(s) shall sign Agreement and Claim Form.
- I am a Licensed Private Investigator registered with Private Protective Services Board of North Carolina.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:**

1. Property Finder Registration Form will not be processed unless all lines are properly completed and requested information is provided, including the \$100 non-refundable registration fee, via check or money order.
2. If request is on behalf of a business entity, provide evidence of position and/or authority of primary contact to act on behalf of the business entity.
3. The period of registration is the current calendar year or any part thereof and ends on December 31<sup>st</sup> of each year.

**Information provided on this form may contain Personal Identifying Information (PII) that should be protected from unauthorized access. Use caution when transmitting this form, including email encryption when applicable.**