

Travis County - Excess Funds Recovery Guide

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For MaxSam V4 - Automated Excess Funds Recovery System

OVERVIEW

Travis County (Austin area) handles excess funds through the District Clerk's Finance Division. When property is sold at a tax foreclosure sale for more than the total tax obligation, the overpayment is called "excess proceeds" and is deposited with the Finance Division. Former owners are notified and have 2 years to file a claim.

KEY CONTACT INFORMATION

| Contact | Details |

| ----- | ----- |

| Office | Travis County District Clerk - Finance Division |

| Email | dcfinance@traviscountytexas.gov |

| Phone | (512) 854-9457, Option 8 |

| Alternative Email | districtclerk.financecourtregistry@traviscountytexas.gov |

TRAVIS COUNTY LAW LIBRARY

| Details | |

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| Location | Civil and Family Court Facility |

| Address | 1700 Guadalupe Street, 2nd Floor, Austin, TX 78701 |

NOTIFICATION PROCESS

Automatic Notification: Upon receipt of excess proceeds greater than \$25, a certified letter is sent to the former owner within 31 days.

DEADLINE TO FILE CLAIM

2 YEARS from the property sale date.

Per Property Tax Code 34.021: If no claimant establishes entitlement within two years, the clerk's office distributes funds to each taxing unit that participated in the sale.

STEP-BY-STEP CLAIM PROCESS

Step 1: Request Excess Funds Listing

- Email dcfinance@traviscountytexas.gov
- Note: Applicable fees may apply
- Get exact amount and sale date

Step 2: Gather Required Documentation

- Deed showing ownership before judgment date
- Government-issued photo ID
- Proof of current address
- Relationship proof (if heir)

Step 3: Prepare Court Petition

Options:

- Hire a private attorney, OR
- Visit Travis County Law Library at 1700 Guadalupe Street, 2nd Floor

Step 4: File Petition

- Submit to Travis County District Court
- File under original cause number if available
- Pay required filing fees

Step 5: Obtain Court Order

The signed court order MUST include:

- Recipient's name
- Recipient's address
- Exact amount of excess proceeds on deposit to be released

Step 6: Submit Order for Payment

- Present signed court order to Finance Division
- Funds released per court order

REQUIRED DOCUMENTS

- [] Petition for Excess Proceeds
- [] Proof of ownership (deed from before judgment)
- [] Government-issued photo ID