

## CLAIM TO SURPLUS PROCEEDS FROM TAX DEED SALE

Tax Deed No. \_\_\_\_\_ Owner of Record: \_\_\_\_\_

Date of Sale \_\_\_\_\_ R. E. Parcel No.: \_\_\_\_\_

Please respond to this notice by either filing a claim or returning the claim form checking the box in Section III. No Surplus Claimed. If you were the former property owner, mark "Was" or "Was Not" in Section II C if you were claiming the property as homestead on the date of the auction. If multiple titleholders exist and public records are silent regarding shares, the Clerk will presume that titleholders' shares are equal. Proceeds will not be disbursed to a lienholder's beneficiary/ heir at law without an order of family or summary administration or a court document disposing of personal property without administration.

**\*\*\*The Clerk must pay all valid liens before making distribution to a titleholder of record\*\*\***

If unresolved claims against the property exist on the date the property is purchased at Tax Sale, the Clerk shall ensure that the excess funds are paid according to the priorities of the claims. If a lien appears to be entitled to priority and the Lienholder has not made a claim against the excess funds, payment may not be made on any lien that is junior in priority. The following lists entitled priority in order of highest to lowest. Government Unit, Mortgage Lienholder, Other Lienholder, Title/Deed Holder, Other Claimant not previously listed.

Claimant's Name \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

I, \_\_\_\_\_, hereby assert my claim to any surplus proceeds resulting from the tax deed sale listed above. I qualify as a:

**I. LIENHOLDER Complete if you had a lien against the property sold.**

A. Type of Lien: ☐ Mortgage ☐ Court Judgment (include Certified Copy)  
☐ Other (describe) \_\_\_\_\_

B. If your lien is recorded in the Official Records of Gulf County, list the information.

Date of Recording: \_\_\_\_\_ Instrument No.: \_\_\_\_\_  
Book/Page No.: \_\_\_\_\_

C. Original Amount of Lien \$ \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_

D. Amount of Surplus Proceeds Claimed : \_\_\_\_\_ dollars and \_\_\_\_\_ cents

**II. CLAIMANT OTHER THAN LIENHOLDER Complete if you had other claim to the property.**

A. Nature of Title: ☐ Deed ☐ Court Judgment ☐ Other (describe)  
Recording Date: \_\_\_\_\_  
Instrument No.: \_\_\_\_\_  
Book/Page No.: \_\_\_\_\_

B. Amount of Surplus Proceeds Claimed : \_\_\_\_\_ dollars and \_\_\_\_\_ cents

C. As Former Property Owner, on the date the property was sold at auction, \_\_\_\_\_, I  
( Check One ) ☐ Was ☐ Was Not Claiming Homestead on the property.

**III. NO SURPLUS CLAIMED Complete if no portion of the surplus proceeds is claimed.**

☐ I am not claiming any portion of the surplus proceeds.

**IV. I do swear all the above information is true and correct.**

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**STATE OF: FLORIDA If you are filing a claim to surplus, the claim must be notarized.**  
**COUNTY OF: GULF**

Before me , the Claimant \_\_\_\_\_ , who is personally known to me or produced  
the following form of identification : \_\_\_\_\_ , personally appeared this day  
(mm/dd/yy) \_\_\_\_\_ and who executed the foregoing instrument and acknowledged the  
execution of this instrument to be his/her own free act and deed for the use and purposes therein mentioned.

\_\_\_\_\_  
Notary Public (Seal)

\_\_\_\_\_  
Commission #

**Instructions for Claimant**

- A. When the amount received from a Tax Deed Sale is in excess of the amount needed for payment of back taxes and expenses, a Lien Holder, Title Holder, or Third Party on behalf of a Lien Holder or Title Holder, may file a claim for the surplus funds by making Written and Notarized Application by the deadline prescribed by Florida Statute.
- B. The Claimant must submit two (2) documents as proof of identity (Birth Certificate copy, Drivers' License copy, Passport copy or similar documents bearing a picture and signature). If a Third Party is representing the Claimant, a notarized affidavit from the Claimant naming the Third Party as representative is required. The Third Party must provide one (1) proof of identity document bearing a picture and signature.
- C. In the case of a successful claim, a Form W-9 will be required for all parties before surplus funds are distributed.
- D. Send the written, notarized application for claim of surplus tax deed funds to:  
Gulf County Clerk of Circuit Court  
Attn: Tax Deeds  
1000 Cecil G. Costin Sr. Boulevard, Room 148  
Port St. Joe, Florida 3246

**By the deadline prescribed by Florida Statute of :** \_\_\_\_\_

**Clerk Fee of \$10.00 and Postage is deducted for each Surplus Payment**