



Clerk of the Circuit Court, Brevard County, Florida

Tax Deed Department, P.O. Box 219, Titusville, Florida 32781-0219
Telephone: (321) 637-2007 · www.brevardclerk.us

Scott Ellis, Clerk

**INFORMATION REGARDING MAKING A CLAIM TO RECEIVE SURPLUS
PROCEEDS OF A TAX DEED SALE**

FAILURE TO INCLUDE ANY OF THE DOCUMENTATION LISTED BELOW MAY DELAY YOUR CLAIM AND MAY RESULT IN DISBURSEMENT NOT BEING MADE TO YOU. IT IS INCUMBENT ON A CLAIMANT TO PROVIDE CORRECT AND COMPLETE INFORMATION IN ORDER TO FACILITATE REVIEW OF CLAIMS AND DISBURSEMENT.

Individual Claims

If you are submitting a claim, please make sure you have included the following documentation:

- ✓ A completed and notarized statement of claim;
- ✓ A completed (signed and dated) W-9 form;
- ✓ A photocopy of **two** forms of government-issued identification (i.e. a driver's license, passport, state I.D. card, etc.).

Claims of Heirs or Assignees

In addition to the items listed above, you will also need to provide the following:

- ✓ A certified copy of Letters of Administration that are **current and in full force and effect**;
- ✓ A certified copy of a court order disbursing the funds to you; and
- ✓ A fully executed assignment of interest, if claiming as an assignee.

Claims of Lienholders

In addition to the items listed for Individual Claims, you will need to provide:

- ✓ A current accounting or ledger of total amount owned to you as a lienor; and
- ✓ A completed (signed and dated) W-9 form.

All claims will be processed according to section 197.582, Florida Statutes. Upon verification of a claim, disbursement will be made within two weeks. Additional information may be required from a claimant to verify a claim, and the Clerk may need to institute legal action to determine priority of claims. If you have any questions prior to submitting your claim, please contact the Tax Deed Department at (321) 637-2007 or taxdeedclerks@brevardclerk.us.



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NOTICE OF TAX DEED SALE SURPLUS

Tax Deed File No: _____

Certificate No: _____

LEGAL DESCRIPTION

Pursuant to Chapter 197, Florida Statutes, the above property was sold at public sale on _____, and a surplus of _____ (subject to change) will be held by this office for 120 days beginning on the date of this notice to benefit the persons having an interest in this property as described in section 197.504(4), Florida Statutes, as their interests may appear (except for those persons described in section 197.504(4)(h), Florida Statutes).

To the extent possible, these funds will be used to satisfy in full each claimant with a senior mortgage or lien in the property before distribution of any funds to any junior mortgage or lien claimant or to the former property owner. To be considered for funds when they are distributed, you must file a notarized statement of claim with this office within 120 days of this notice. If you are a lienholder, your claim must include the particulars of your lien and the amounts currently due. Any lienholder claim that is not filed within the 120-day deadline is barred.

A copy of this notice must be attached to your statement of claim. After the office examines the filed claim statements, it will notify you if you are entitled to any payment.

Dated: _____

SCOTT ELLIS

BREVARD COUNTY CLERK OF COURT

By: _____

Deputy Clerk (SEAL)

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Complete and return to:
Brevard County Clerk of the Circuit Court
Tax Deed Department
P.O. Box 219, Titusville, Florida 32781-0219
taxdeedclerks@brevardclerk.us

CLAIM TO RECEIVE SURPLUS PROCEEDS OF A TAX DEED SALE**Note: The Clerk of the Court must pay all valid liens before distributing surplus funds to a titleholder.**

Claimant's name: _____
Contact name, if
applicable: _____
Address: _____
Telephone No.: _____
Email Address: _____
Tax Deed No.: _____

☐ I am not making a claim
and waive any claim I might
have to the surplus funds on
this tax deed sale.

☐ I claim surplus proceeds
resulting from the above tax
deed sale.

I am a (check one):

☐ Lienholder ☐ Titleholder**LIENHOLDER INFORMATION****(Complete if claim is based on a lien against the sold property)**

Type: Mortgage Court Judgment Other (describe) _____

If your lien is recorded in the County's Official Records, list the following, if known:

Recording Date: _____ Instrument #: _____ Book: _____ Page: _____

Original Amount of Lien: \$ _____ Amounts Due: \$ _____

Principal remaining due: \$ _____ Interest Due: \$ _____

Fees and costs due, including late fees: \$ _____ Attorney Fees: \$ _____

TITLEHOLDER INFORMATION**(Complete if claim is based on title held on sold property)**

Nature of title: Deed Court Judgment Other (describe) _____

If your former title is recorded in the County's Official Records, list the following, if known:

Recording Date: _____ Instrument #: _____ Book: _____ Page: _____

Amount of surplus tax deed sale proceeds claimed: \$ _____

VERIFICATION OF CLAIM TO RECEIVE
SURPLUS PROCEEDS OF A TAX DEED SALE

I hereby swear or affirm that all of the above information is true and correct.

Date

Signature of Claimant

STATE OF _____
COUNTY OF _____

Sworn to or affirmed and signed before me on the _____ day of _____, 20_____,
by _____, who is personally known produced _____ as
identification.

(S E A L)

Signature of Notary Public/Deputy Clerk

Printed Name of Notary Public/Deputy Clerk