



Controller Betty T. Yee
 California State Controller's Office
 Unclaimed Property Division

SAFE DEPOSIT BOX INVENTORY FORM

| | | | |
|------------------|----------|--|-------------------------|
| Section I | | Safe Deposit Box #: | Lien Amount: |
| | Branch # | Date of Abandonment: | Last Notification Date: |
| | | Date of Inventory: | SSN: |
| HOLDER NAME | | OWNER NAME 1 (Last, First, and Middle Names) | |
| ADDRESS | | OWNER NAME 2 (Last, First, and Middle Names) | |
| CITY,STATE, ZIP | | MAILING ADDRESS | |
| | | CITY,STATE, ZIP | |

Section II

Please check the box if these items are included in the Safe Deposit Box. A count or itemized description is not needed

Vital Statistics

- Birth Certificates
- Death Certificates
- Marriage Certificates

Legal Documents/Agreements

- Last Will and Testament
- Divorce Decrees
- Adoption Papers
- Abstracts/Agreements/Deeds/Property Titles
- Mortgages
- Car Titles
- Passports

Other Documents

- Life Insurance Policies
- Income Tax Records/Receipts
- Bank Statements/Cancelled Checks/Etc.
- Service Records/Military or Other
- SSN Records
- Naturalization Papers

Miscellaneous Papers

- Letters/Postcards/School Info/Licenses
- Receipts and Other Misc. Papers

Media Photos/Negatives/Videos

- Cassettes/Diskettes/CDs/Etc.

Additional

- Tangible Contents
- Use form SDU-090103B

Section III

WE HEREBY CERTIFY THAT THIS IS A COMPLETE AND ACCURATE INVENTORY OF THE CONTENTS OF THE ABOVE SAFE DEPOSIT BOX OPENED IN OUR PRESENCE. (PLEASE INDICATE THE NUMBER OF ADDITIONAL INVENTORY PAGES INCLUDED WITH THIS REPORT _____.)

| | | | | | |
|---|--|------|--|--|------|
| Signature of bank officer | | Date | Signature of other bank employee present | | Date |
| Printed name and title of above officer | | Date | Printed name and title of above employee | | Date |

Section IV

RELEASE OF CONTENTS

On ___/___/___, upon receipt of \$, which represents:

- Past Due Rent
- Drill Costs
- Storage Fees

The contents described in this inventory were released to , who has signed below to acknowledge receipt of all of the contents as itemized and who hereby releases this institution from all responsibility.

| | | | | | |
|--|--|------|--|--|------|
| Signature of person receiving contents | | Date | Name and identification of recipient | | Date |
| Signature of bank officer present | | Date | Signature of other bank employee present | | Date |

General Instructions for completing the Safe Deposit Box Inventory Form (SDU-090103A)

The Safe Deposit Box Inventory Form (SDU-090103A) may be prepared and submitted for each box owner, regardless of the content value, by all holders reporting abandoned safe deposit box contents. Each owner's contents must be reported and inventoried individually, and not commingled with the contents of other owners.

If there are tangible contents in addition to documents and miscellaneous papers, the items must be recorded on the Safe Deposit Box Detail Sheet (SDU-090103B). **It is not necessary to submit the detail sheet if there are no contents other than documents or miscellaneous papers.**

Please type or print clearly.

Complete Section I

Complete all holder information. Provide the safe deposit box number, box owner(s) name(s), and other pertinent information as required.

Complete Section II

Check all appropriate boxes as they relate to the contents being inventoried.

Complete Section III

Inventories should be prepared, signed, and dated in dual custody.

Complete Section IV

Complete this section if the contents are claimed by the box owner(s) or heirs prior to escheatment.