Danielle H. Smith
Clayton County Tax Commissioner
121 S. McDonough Street, Annex 3
Jonesboro, GA 30236
(770) 477-3311

OFFICIAL CLAIM FOR EXCESS FUNDS

Claimant Name: _____

Claimant Address: _____

_____

Claimant Phone: _____

Tax Sale Date: _____

Map & Parcel Number of Property Sold: _____

Address of Property Sold: _____

_____

Check Appropriate Box: ☐ Security Deed/Lien Holder ☐ Property Owner

☐ Executor/Administrator of Estate

*****PLEASE DO NOT STAPLE DOCUMENTS!!!*****

If you are a:

- Lien Holder - Submit a copy of the filed lien along with a current statement showing The balance owed.
- Security Deed/Mortgage holder – Submit a copy of the recorded Security Deed along with a current statement showing the balance owed.
- Property Owner - Submit a copy of the Warranty Deed or other deed demonstrating ownership of the property, along with a Certificate of Title (dated within 60 days of request) demonstrating that you hold the property free and clear of any mortgages or liens. **If you do not submit the Certificate of Title, your request will not be considered.**
- Executor/Administrator of Estate - Submit a copy of the Letters Testamentary or other Court document demonstrating your appointment as well as a copy of the death certificate of the decedent.