



December 2, 2024

A Property Finder is defined as an individual or business entity, who, for a fee or other consideration, seeks to locate, deliver, recover, or assist in the recovery of property that is distributable to the owner or presumed abandoned. Pursuant to N.C.G.S. § 116B-52(11a), a Property Finder must be licensed as Private Investigator by the North Carolina Private Protective Services Board pursuant to Chapter 74C of the General Statutes per N.C.G.S. § 116B-78.1(a). Any exemptions under Chapter 74C are not applicable if acting as a Property Finder. Only Licensed Private Investigators may enter into a Property Finder Agreement with a Claimant. Questions concerning licensing should be directed to the Private Protective Services Board at www.ncdps.gov or (919) 788-5320.

Pursuant to N.C.G.S. § 116B-78(f), a Property Finder must register each calendar year with the N.C. Department of State Treasurer (Department) and must pay a \$100.00 registration fee. The fee must be paid via check or money order. Please find attached a registration form for your completion. If the form is not fully completed, it will be returned to you for completion. *Your registration will not be processed until a fully completed registration form and copy of the license issued by the Private Protective Services Board has been submitted, along with either a check or money order in the amount of \$100.00.* You will be notified if your registration has been approved or denied. Note: Registration approval confirmation from the Department must be received prior to executing contracts with potential owners of unclaimed property.

A completed Property Finder Registration Form may be submitted via a secured portal at <https://unclaimed.nccash.gov/app/tax-doc-upload> (see screenshot below) using the Finder's Tax ID or SSN listed on the registration form or it may be mailed to the address below. The \$100.00 registration fee should be mailed to the address below, along with a note stating that the registration form has been submitted online.

NC Department of State Treasurer
Unclaimed Property Division
3200 Atlantic Avenue
Raleigh NC 27604-1668

Property Finders must follow the timing restrictions, disclosure requirements, fee cap, and *all* other requirements of N.C.G.S. § 116B-78 and N.C.G.S. § 116B-78.1 to legally operate within North Carolina. Note: The maximum allowed fee of 20% is *ONLY* applicable for North Carolina administered estates subject to N.C.G.S. § 28A-22-11 and surplus funds. Per statute, total fees and costs associated with claiming the property shall not exceed 20%. Attorney's fees, court costs, etc. shall be included in the 20% and reduce the fee available to the finder. For estates not administered in North Carolina and for all other property, excluding surplus funds, a maximum allowed fee of 20% or \$1,000.00, whichever is less, would apply. Please note, per Session Law 2021-157, a Property Finder may not qualify to serve as a personal representative per N.C.G.S. § 28A-4-2 (11) and N.C.G.S. § 28A-9-1 (5). Also, per N.C.G.S. § 28A-22-11, agreements with heirs are subject to the provisions of Article 4 of Chapter 116B of the General Statutes.

In order for the Department to monitor compliance with all the requirements of N.C.G.S. § 116B-78 and N.C.G.S. § 116B-78.1, Property Finders **must** follow the steps below to prevent a claim from being denied and possibly suspension of registration with the Department. Please be aware that, due to the attestation required with the electronic signature, Property Finders are prohibited from generating claims online.



- To potentially obtain a claim ID number, Property Finders must complete the *Finder Claim Number Request Form* located on the Department's website and forward the request to Finder@nctreasurer.com. Upon receipt, the Department will review the request and return the spreadsheet with assigned claim ID number(s) for those requests approved to proceed. A claim ID number will not be provided for those requests with incomplete or inaccurate information.
- Once a claim ID number has been provided to a Property Finder, a statutorily compliant finder agreement may be provided via secured portal at <https://unclaimed.nccash.gov/app/claim-doc-upload> (see screenshot below) using the claim ID number or may be mailed to:

NC Department of State Treasurer
Unclaimed Property Division
PO Box 20431
Raleigh, NC 27619-0431

- Upon receipt of a statutorily compliant finder agreement, a claim form detailing the properties included in the agreement and the initial evidence needed to begin processing the claim will be emailed to the Property Finder.
- Any required claim documentation may be submitted via the secured portal mentioned above using the claim ID number or may be mailed to:

NC Department of State Treasurer
Unclaimed Property Division
PO Box 20431
Raleigh, NC 27619-0431

- Once the Department receives the claim form and agreement, it may request that you provide additional information to enable the Department to authenticate and evaluate the claim. If you do not respond within 90 days from the date of such request, the claim will be discontinued, at which point a new claim, along with supporting documents, will need to be filed with the Department. Claim status may be viewed online at <https://unclaimed.nccash.gov/app/claim-status-search>.



Property Finder Document Upload Screen

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NORTH CAROLINA
DEPARTMENT OF STATE TREASURER



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

Document Submission Requirements:

- Uploads must be either a standard PDF, TIF, PNG or JPG file type
- Individual files must not exceed 10MB
- Individual files must be greater than 1 byte
- Uploaded file names must not exceed 100 characters and must only contain letters, numbers, dashes and underscores.
- Before uploading your image, please make sure the image is cropped to fit the document. Any non-essential portion of the image such as a white background from a scanner should be trimmed away.

Enter your ID and email address in the fields below.

Tax ID/SSN:

Email Address:

Re-enter ID:

Re-enter Email Address:

Upload Documentation:



Drop File Here
or

ADD DOCUMENT

Document Verification:

☐

By checking this box, I affirm all documentation uploaded here to be true, unaltered and factual.

SUBMIT



Claims Document Upload Screen

◀ HOME

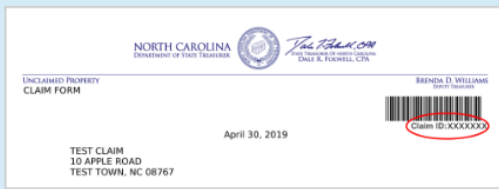
NORTH CAROLINA
DEPARTMENT OF STATE TREASURER



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

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- Before uploading your image, please make sure the image is cropped to fit the document. Any non-essential portion of the image such as a white background from a scanner should be trimmed away.
- Certain claims require original documents in order to process and therefore cannot be uploaded to the website. Please refer to your claim form to determine if your claim requires original documentation. If you are unsure, please call our office at 866-NCCash1 (866-622-2741).



Please Note: To upload documents, you will be asked for the Claim ID. The Claim ID is located on your claim form in the upper right-hand corner.

Enter your numeric claim ID which can be found at the top right-hand corner of your claim form.

Claim ID:

Email Address:

Re-enter ID:

Re-enter Email Address:

Upload Documentation:



Drop File Here

or

Document Verification:

☐

By checking this box, I affirm all documentation uploaded here to be true, unaltered and factual as they pertain to the associated claim/property.

SUBMIT



NORTH CAROLINA
DEPARTMENT OF STATE TREASURER

BRADFORD B. BRINER
STATE TREASURER OF NORTH CAROLINA

UNCLAIMED PROPERTY DIVISION

ALLEN MARTIN
DEPUTY TREASURER

Property Finder Registration Form
N.C.G.S. § 116B-78(f)

Calendar Year 2025

Registered Finder (Business Entity or Individual's Name and Title to appear on Finder Agreements):

Address: _____

Primary Contact Name (if different than above): _____

Contact Telephone Number: _____ Contact Email: _____

FEIN: _____ or SSN: _____ State of Incorporation or Residence: _____

Name of individual(s) contracted by Registered Finder who is/are registered as a Private Investigator with NC Private Protective Services Board. **Please provide copy of PI License for each.** (Attach listing if additional space is needed.)

NC PI Licensee Name: _____ NC PI License Number: _____

NC PI Licensee Email: _____

NC PI Licensee Name: _____ NC PI License Number: _____

NC PI Licensee Email: _____

NC PI Licensee Name: _____ NC PI License Number: _____

NC PI Licensee Email: _____

I certify that the information furnished herewith is true and accurate to the best of my knowledge and belief. I further certify that I have read N.C.G.S. §116B-78 and related statutes and acknowledge that:

- I shall not enter into a contract to locate, deliver or recover property any time from the date the property is distributable and until after the NC Department of State Treasurer has held the property for at least 24 months.
- Agreements with owners must comply with **all** requirements stated in N.C.G.S. § 116B-78(b). Noncompliant Agreements are void and unenforceable and any related claims will be **denied**. Same owner(s) shall sign Agreement and Claim Form.
- Agreements with owners must be signed, with signature notarized, by Licensed Private Investigator(s) named above who is authorized to bind the property finder agreement with owner.
- Total fees for the sum of all properties identified and due owner, regardless of the number of claims submitted, shall be limited to 20% or \$1,000, whichever is less, unless the agreement is subject to N.C.G.S. § 28A-22-11 (North Carolina administered estates ONLY), in which case, the total fees and costs shall be limited to 20%.
- I, or my agents, including legal counsel, shall not serve as a personal representative of an estate.
- I will contact the NC Department of State Treasurer to request and obtain a claim form and **will not** generate a claim form online (www.nccash.gov).
- Copies of individual agreements must be submitted to the NC Department of State Treasurer prior to the creation of a claim form.
- All claim forms must be signed by the owner(s) before a notary, if applicable. Same owner(s) shall sign Agreement and Claim Form.

Print Name: _____ Signed: _____ Date: _____

INSTRUCTIONS:

1. Property Finder Registration Form will not be processed unless all lines above are properly completed and requested information is submitted, including the \$100 registration fee, via check or money order, and copy of PI License(s)
2. If request is on behalf of a business entity, provide evidence of position and/or authority of primary contact to act on behalf of the business entity.
3. The period of registration is the current calendar year or any part thereof and ends on December 31st of each year.
4. Copy of new PI License must be submitted within 30 days of any PI Licenses that expire during registration calendar year.

Information provided on this form may contain Personal Identifying Information (PII) that should be protected from unauthorized access. Use caution when transmitting this form, including email encryption when applicable.