

CHERYL PAUL  
ELKO COUNTY TREASURER  
571 IDAHO STREET, SUITE 101  
ELKO, NV 89801

***INSTRUCTIONS TO CLAIM EXCESS PROCEEDS- MOBILE HOMES***

1. Show ownership on the Nevada Manufacturing Housing Division records.
2. A completed W-9 Form.
3. A valid picture ID (i.e. driver's license).
4. A notarized Request for Disbursement of Excess Proceeds (per NRS 361.610). All owners must fill out an application:
  - If your name is different on the title then a certified copy of your marriage certificate or divorce decree is needed.
  - If applicable, a certified copy of a death certificate for any deceased owners.
  - If you are an heir, you must present a copy of the probate court order showing the mobile home was given to you.
  - Other forms may be required on a case by case basis depending upon the original title.
  - If the funds are being requested through a recovery agent, a copy of the contract assigning a portion of the benefits to the recovery agent must accompany the application. The agreed upon percentage of the funds must be included in the contract.
5. Contact information should we need additional documents or information.

Return the above information to the Assessor's Office: 550 Court Street, Elko, NV 89801

**\*\* The Elko County Assessor will then approve or deny all claims received\*\***