

# INQUIRY FORM

## ALL INQUIRIES MUST BE DONE BY MAIL

To be used only if you have identified property on the list  
We will reply to you within 30 days of receipt

### Section A. Name and Address(es) of Person Completing this Inquiry. (PLEASE PRINT)

_____ Name/Corporation	_____ Daytime Phone Number	_____ SS/FEIN Number
_____ Current Street Address - City - State - Zip Code		
_____ Name/Corporation	_____ Daytime Phone Number	_____ SS/FEIN Number
_____ Previous Street Address - City - State - Zip Code		
_____ Name/Corporation	_____ Daytime Phone Number	_____ SS/FEIN Number
_____ 2nd Previous Street Address - City - State - Zip Code		

### Section B. Account Information.

Name and City as Published \_\_\_\_\_

### Section C. Are You the Owner Listed for the Property Published? If YES, Continue below.

If you are the owner of the property listed, sign and have this form notarized in Section E. Include a clear copy of your Valid State Photo Identification Card or Driver's License, Copy of Court document(s) of Money posted, Notarized Copy of Legal Name Change (if necessary).

FOR FASTER PROCESSING PLEASE FILL IN AS MANY OF THE BELOW AREAS AS POSSIBLE

Driver's License/State ID No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Name Change: \_\_\_\_\_

List Case Numbers on any documents that you have in your possession below.

If you posted Bond Money for another individual list name of person(s) and Case Number(s) below.

### Section D. If You Are NOT the Owner Listed, What is Your Authority to Act on Behalf of the Owner?

Guardian  Executor/Administrator  Heir  Power of Attorney  Other: \_\_\_\_\_

If you are acting ON behalf of the owner, sign and have this form notarized in Section E. Include a clear copy of your Valid State Photo Identification Card or Driver's License, Notarized copy of Legal Documents of your Authority to Act on Behalf of the Owner.

### Section E. Individual(s) signing this form swear(s) and affirm(s) that the above statements are true and correct to the best of their knowledge.

SUBSCRIBED AND SWORN TO before me this

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Inquirer

\_\_\_\_\_  
NOTARY PUBLIC

### MAIL COMPLETED INQUIRY FORM AND ALL DOCUMENTATION TO:

**Thomas M. Hartwell, Clerk of the Circuit Court**  
**Attention: Abandoned Property Inquiry**  
**540 S. Randall Rd.**  
**St. Charles, IL 60174**

ACCOUNTING ONLY

Date received \_\_\_\_\_ Date completed \_\_\_\_\_ Identified  Yes  No