



# Tangible Property Reporting

Pursuant to § 55-210.23 of the Code of Virginia, the State Treasurer can elect not to receive property or to postpone the delivery of the property. To handle the process of receiving your tangible property more efficiently, we are requesting that you follow these instructions:

## The Process

**Pre-Approval:** Send a list describing all reportable unclaimed tangible property to the Records & Receipts Supervisor for review. Please indicate the condition of the property where possible, i.e. new? Broken? Etc. Fax # - (804)786-4653 or E-mail – [tangible@trs.virginia.gov](mailto:tangible@trs.virginia.gov).

Within 3 business days, we will respond via fax or return e-mail identifying the property to be submitted when you report (accepted property) and providing packaging and delivery instructions.

## UNACCEPTABLE

Our office will always decline the following: Items containing Biohazard Materials, Firearms, Weapons, Ammunition, Unsanitary Items, Automobiles, Motorcycles, Boats, Bicycles, Liquids or Containers with Liquids in them, Items of a Personal Nature such as: Combs/Brushes, Nail Clippers, Prosthetics, Dentures, Clothing, Eyeglasses, Medications, etc.

Currency and coin with a value that does not exceed the face amount should be remitted as a check payable to the Treasurer of Virginia. Collectable coins should be delivered as is with other tangible property.

**Reporting:** Refer to the faxed response for reporting and delivery instructions. Provide a copy of the faxed response with your package.

Reporting requirements include an AP-1 form, AP-2 form and remittance of the property.

The AP-2 form, with all of the **approved** properties listed, should include a detailed description of the items presented and as much owner information as possible to aid in identification (name, address, social security number, account number).

When reporting tangible property, **the AP-1 form must accompany the remittance of property:**  
**DO NOT ENCLOSE CHECKS OR REPORT FORMS IN THE BOX OR PACKAGE.**

**Remittance:**

\* Please schedule an appt. for delivery with:  
Tangible Property Supervisor at 804-225-3170

Small packages may be sent via registered mail to:  
Commonwealth of Virginia  
Department of the Treasury  
Division of Unclaimed Property  
P. O. Box 2478  
Richmond, VA 23218-2478

For hand delivery or by courier:  
Commonwealth of Virginia  
Department of the Treasury  
Division of Unclaimed Property  
101 N. 14th Street, 3rd Floor  
Richmond, VA 23219