



# Quick Guide: Notice to Apparent Owners Requirements

Before a holder submits a report and delivers unclaimed property, the holder is required to try to contact the apparent owner. If successful, the holder can return the property directly to the owner or re-establish the account and no reports are required.

## When do I send the Notice?

Three to six months before you submit the unclaimed property report to the Director using FundsFinderNB.ca.

## Is there a template Notice?

Yes, you can find a sample template for the Notice on our online portal, FundsFinderNB.ca. Select Holder Resources under the Report Property tab.

## Can I send an email?

Yes, a Notice can be sent electronically or in paper format by mail or by courier.

## What if I have returned mail from the address I have on file?

You do not need to send a Notice if the last known address is not correct. A reasonable effort should be made to find a correct address and send the Notice.

## What if I never had an address?

You are not required to send a Notice when the address cannot be reasonably obtained.

## What is contained in the Notice?

The Notice will identify the:

- Owner
- Property
- *Unclaimed Property Act*
- Holder
- Date the property will be delivered to the Director

Refer to Section 7 of the *Act* and Section 7 of the Rule UP-001 Unclaimed Property - General.

## Can I call the apparent owner?

The *Act* requires that you “send” a notice, so a telephone call will not comply with the requirements. However, if you want to try to re-establish contact by telephoning before the property becomes unclaimed, you are encouraged to do so.

## What if the value of the property is small?

You only need to send a Notice when the unclaimed property has a value of \$100 or more.

For more information please visit [FCNB.ca/unclaimed-property](https://FCNB.ca/unclaimed-property) and check out our [Holder Resources](#) page under Report Property at FundsFinderNB.ca