



# United States Department of the Interior

## NATIONAL PARK SERVICE

Golden Gate National Recreation Area  
Fort Mason # 201  
San Francisco, California 94123

### Fort Mason Residential Leasing Program

#### Security Deposit Claim Instructions and Required Documentation

#### **DEADLINE TO SUBMIT ALL DOCUMENTATION JANUARY 4, 2014**

The National Park Service (NPS) within the Golden Gate National Recreation Area (GGNRA) at Fort Mason in San Francisco has a number of unattended residential security deposits being held by the National Park Service (NPS). A letter was sent to current residents by NPS on February 21, 2013, followed by several other attempts to contact residents in writing, e-mail, and phone regarding the security deposit transfer.

Below is a brief description of the unattended residential security deposits:

The unattended property is a residential security deposit for a residence within Fort Mason, San Francisco, CA that may have been reimbursed by the incoming tenant. Most funds become unclaimed when there is no owner contact for the unattended property. Often the owner forgets the funds exist, or moves and does not leave a forwarding address or the forwarding address expires.

Below is a complete list of units that may have potential unclaimed property owners  
Quarters 36E, 39E, 43, 48, 49, 50E, 50W, San Francisco, CA 94123.

Without submission of a legitimate claim within sixty (60) days of the date of this letter, the NPS may consider the unclaimed deposit to be abandoned. NPS seeks to return the security deposit to the person who has proof of a legitimate claim for the funds.

To claim the property reported in your name, please provide the following:

- (1) Proof of Security Deposit Amount Paid
  - A. Submit copy of cancelled check
- (2) Proof of Claims to receive Security Deposit, Upon Vacating Unit

- (3) Submit correspondence demanding security deposit refund
- (4) Provide Term of Occupancy
- (5) List Names of Roommates During Occupancy
- (6) Copy of Original Lease Agreement with NPS
  - A. Submit all pages of Lease, including signature pages
  - B. If you are not on the original Lease, please provide:
    - (1) Assignment or addendum to Lease
    - (2) Written and signed letter by two or more parties confirming your tenancy

Note: The NPS may request further documentation if you make a claim.

Send all documents by certified mail or hand-deliver to:

Catherine Robles  
Realty Specialist  
Golden Gate National Recreation Area  
Building 201, Fort Mason  
San Francisco, CA 94123  
Catherine\_robles@nps.gov

If you have any questions regarding these instructions or required documents, please call Catherine Robles at (415) 561-4729.