Assignment of Liens

1. Bring up the B&L

```
ACTION:   1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help
1  BLOCK          DIMENSION    PROP.CLASS.  PROPERTY OWNER'S NAME
2  LOT            BLDG.DESCR.  BANK CODE    STREET ADDRESS              ZONING
3  QUALIF.        ADD.LOTS     SUB-BANK     CITY, STATE                 ZIP
4  TAX I.D.       ACREAGE      REC-STATUS   LOCATION                    TMP TXSRCH#
1  302            .242 AC      2            GUNDERMAN, FRANCIS
2  8              1SF-R                     65 MAIN ST APT 5            R-3
3                                           FRANKLIN, NJ                07416
4  674            0.2420                    450 RUTHERFORD AVE          3
5  LAND VALUE     2014 NET.TAX DC TOTAL TAX PAYER (IF NOT OWNER)      ┌─Due Today┐
6  IMPROVMNTS     SP TAX DEPAR DO DEDUCTNS  INCARE (IF NOT OWNER)     │
7  EXEMPTIONS     CO EXMPT.AMT UD 2015 NETX PURCHASER  │ DEED DATE    │ LR   LR
8  NET TAX VAL    DE SPLTX.AMT CE PENALTYTX FACILITY NAME             │s15
5     55900          3870.87       3972.06  TOWER FUND/CUST EBURY F   │s14
6     55300                           0.00                            │s13
7                       0.00       3972.06                            │o12
8    111200             0.00          0.00 6         7                │
DUE1    967.72 2      967.72 3    1,018.31 4   1,018.31 1     993.02 2     993.01
BAL                                               1,018.31       993.02       993.01
ADJ
TAX     967.72        967.72      1,018.31
I/D       8.71         12.10         13.75
PD      976.43        979.82      1,032.06
```

Look for the original cert in the status window (Oxx or Txx), next select "9=DT", then enter the two digit year e. g. "9" <enter> then 12 <enter>.

Now we should be looking at the 2012 record

```
ACTION:   1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help
1  BLOCK        DIMENSION    PROP.CLASS.  PROPERTY OWNER'S NAME
2  LOT          BLDG.DESCR.  BANK CODE    STREET ADDRESS              ZONING
3  QUALIF.      ADD.LOTS     SUB-BANK     CITY, STATE                 ZIP
4  TAX I.D.     ACREAGE      REC-STATUS   LOCATION                    TMP TXSRCH#
1  302          .242 AC      2            GUNDERMAN, FRANCIS
2  8            1SF-R                     65 MAIN ST APT 5            R-3
3                                         FRANKLIN, NJ               07416
4  24499        0.2420                    450 RUTHERFORD AVE         3
5  LAND VALUE   2011 NET.TAX DC TOTAL TAX PAYER (IF NOT OWNER)       ─Due Today─
6  IMPROVMNTS   SP TAX DEPAR DO DEDUCTNS  INCARE (IF NOT OWNER)
7  EXEMPTIONS   CO EXMPT.AMT LD 2012 NETX PURCHASER  | DEED DATE     LR
8  NET TAX VAL  DE SPLTX.AMT CE PENALTYTX FACILITY NAME              o12
5      60400        3513.22      3710.57
6      70300                        0.00
7                      0.00      3710.57
8     130700  A01     0.00         0.00 6          7
DUE1    878.31 2    878.30 3    967.38 4    986.58 1    927.65 2    927.64
BAL                                                      927.65       927.64
ADJ
TAX     878.31       878.30       967.38       986.58
I/D                                857.10
PD      878.31       878.30     1,824.48       986.58
NOTE: DECEASED 12/4/09 REMOVE 2011
```

Next bring up the lien record, select "L" for Lien

```
ACTION:   1=Estab 2=Mod 5=Calc 6=Post N=New Rec >=Next <=Prev D=Edit Post 8=Exit
1  BLOCK        LIEN #       OTHER AMNT   LIEN HOLDER      More Options <enter>
2  LOT          SALE DATE    OTHER INT    STREET ADDRESS   Record  1 of  1
3  QUALIF.      TAX DUE      SALE COSTS   CITY, STATE              ZIP
4  TAX I.D.     INTEREST     PREIM RECD   TAX IDENTIFICATION #     PHONE
1      302      2013-005        927.26    TOWER FUND/CUST EBURY FUND 1NJ LLC
2        8      10/03/13         75.98    PO BOX 37695              1ra    310
3               3,710.57        100.00    BALTIMORE, MD            21297-3695
4  24499          857.10     10,000.00                            914-216-4241
5  INT RATE     TAX YEAR     T# MODE    PAYMENT  PRINCIPAL   INTEREST   DATE
6  REDM RATE    SEARCH FEE   1
7  REDEM COST   OTHER FEES   2
8  ACCRU INT    LIEN TYPE    3
9  TOTAL DUE    PAYOF DATE   4
5       0.00        2012     5
6       0.00       12.00
7       0.00       40.00               Balance $        5,722.91
8       0.00        OTS                Per Diem             0.00
9    5,722.91    10/03/13
DESCRIPTION MUNICIPAL CHARGES   REV CODE   PRINCIPAL  REV CODE  INTEREST
1 UTILITY                          18        927.26      19       75.98
2                                   0          0.00       0        0.00
3                                   0          0.00       0        0.00
4                                   0          0.00       0        0.00
```

If you are selecting an existing lien holder skip adding a new lien holder (go to section 3)

2. Adding a new lien holder, select 2 Modify, then press the <right_arrow> key until you get to the lien holders name,

```
Enter the Lien Holder's Name TOWER FUND/CUST EBURY FUND 1NJ LLC
1  BLOCK          LIEN #        OTHER AMNT   LIEN HOLDER          More Options <enter>
2  LOT            SALE DATE     OTHER INT    STREET ADDRESS       Record  1 of  1
3  QUALIF.        TAX DUE       SALE COSTS   CITY, STATE                   ZIP
4  TAX I.D.       INTEREST      PREIM RECD   TAX IDENTIFICATION #          PHONE
1      302        2013-005         927.26    TOWER FUND/CUST EBURY FUND 1NJ LLC
2        8        10/03/13          75.98    PO BOX 37695                  1ra    310
3                 3,710.57         100.00    BALTIMORE, MD                 21297-3695
```

Enter the name as it appears on line 1 of the W9, press <enter>, (Max 60 characters)

NOTE: You must use line one from the W9 or your 1099's will be incorrect and will be rejected by the IRS.

```
Enter the Lien Holder's Name WACHOVIA BANK AS CUST FOR FUNDCO
1  BLOCK          LIEN #        OTHER AMNT   LIEN HOLDER          More Options <enter>
2  LOT            SALE DATE     OTHER INT    STREET ADDRESS       Record  1 of  1
3  QUALIF.        TAX DUE       SALE COSTS   CITY, STATE                   ZIP
4  TAX I.D.       INTEREST      PREIM RECD   TAX IDENTIFICATION #          PHONE
1      302        2013-005         927.26    TOWER FUND/CUST EBURY FUND 1NJ LLC
2        8        10/03/13          75.98    PO BOX 37695                  1ra    310
3                 3,710.57         100.00    BALTIMORE, MD                 21297-3695
```

Next enter the address press <enter>, then city, state and zip and federal tax id and phone number

```
Enter the Lien Holder's Address 3960 RCA BLVD SUITE 6002
1  BLOCK          LIEN #        OTHER AMNT   LIEN HOLDER          More Options <enter>
2  LOT            SALE DATE     OTHER INT    STREET ADDRESS
3  QUALIF.        TAX DUE       SALE COSTS   CITY, STATE                   ZIP
4  TAX I.D.       INTEREST      PREIM RECD   TAX IDENTIFICATION #          PHONE
1      302        2013-005         927.26    WACHOVIA BANK AS CUST FOR FUNDCO
2        8        10/03/13          75.98    PO BOX 37695                  1ra    310
                  3,710.57         100.00    BALTIMORE, MD                 21297-3695
```

pressing <enter> after each field.

```
Enter the search fees <Return> if none        12.00
1  BLOCK          LIEN #        OTHER AMNT   LIEN HOLDER          More Options <enter>
2  LOT            SALE DATE     OTHER INT    STREET ADDRESS
3  QUALIF.        TAX DUE       SALE COSTS   CITY, STATE                   ZIP
4  TAX I.D.       INTEREST      PREIM RECD   TAX IDENTIFICATION #          PHONE
1      302        2013-005         927.26    WACHOVIA BANK AS CUST FOR FUNDCO
2        8        10/03/13          75.98    3960 RCA BLVD SUITE 6002 1ra    310
3                 3,710.57         100.00    PALM BEACH GARDENS, FL       33410-3695
4    24499          857.10      10,000.00    12-1234567                   800-888-8888
```

Then press the <right_arrow> until the system asks about "automatic posting" answer "N" to automatic posting

Next add the lien holder information to the lien holder file select "H" Add Lien Holder

```
ACTION:   C=Print Cert A=Print Affidavit H=Add Lein Holder  P=Print Lien Holders
1  BLOCK         LIEN #        OTHER AMNT   LIEN HOLDER        More Options <enter>
2  LOT           SALE DATE     OTHER INT    STREET ADDRESS     Record  1 of  1
3  QUALIF.       TAX DUE       SALE COSTS   CITY, STATE              ZIP
4  TAX I.D.      INTEREST      PREIM RECD   TAX IDENTIFICATION #     PHONE
1        302     2013-005         927.26    WACHOVIA BANK AS CUST FOR FUNDCO
2          8     10/03/13          75.98    3960 RCA BLVD SUITE 6002  lra     310
3                3,710.57         100.00    PALM BEACH GARDENS, FL            33410
```

answer "Y" to "Do you wish to add the lien holder (Y/N)?" The lien holder is now in the lien holder data base and we can now proceed to updating the certificates that will be assigned

3. Assignments can be done based on Name, Tax Id or Certificate number my recommendation is we always use certificate number.

   Select "E" edit lien holder, enter the first few letters of the Lien Holders name in this case "WACH" and press <enter>

   ```
   Lien Holder's Name  or Press <enter> for all WACH
   ```

   A list of matching lien holders will be displayed

   ```
    #  |  ID  |    Lien Holder
    1  |  64  | WACHOVIA BANK AS CUST FOR FUNDCO
    2  |  15  | WACHOVIA-COLL AGT/SASS MUNI-IV
    3  |  20  | WACHOVIA-CUST/SASS MUNI V DTR?
   ```

   Use the <up> and <down> arrow keys to select the lien holder we want to use, when the lien holder is "highlighted" press <enter>

   ```
   ACTION:  1=Edit D=Delete P=Print L=Lables S=Search U=Update Lien Records 8=Exit

   Name              WACHOVIA BANK AS CUST FOR FUNDCO

   Address           3960 RCA BLVD SUITE 6002

   City and State    PALM BEACH GARDENS, FL

   Zip Code          33410

   Federal Tax ID    12-1234567

   Phone Number      800-888-8888
   ```

   You can edit the information if desired by selecting 1 for Edit
   Select "U" for Update Lien Records and answer "Y" to Update all lien records, next select
   N for name, T for Tax id or C for certificate .

   ```
   Update records by Name, Tax Identification or Cert Number (N/T/C)?

   Name              WACHOVIA BANK AS CUST FOR FUNDCO

   Address           3960 RCA BLVD SUITE 6002

   City and State    PALM BEACH GARDENS, FL

   Zip Code          33410

   Federal Tax ID    12-1234567

   Phone Number      800-888-8888
   ```

For this example I'll select "C", the system will parse all certificates and subsequent payments changing all matching certificate numbers in the lien file to the new lien holder.

```
ACTION:  1=Edit D=Delete P=Print L=Lables S=Search U=Update Lien Records 8=Exit

Name            WACHOVIA BANK AS CUST FOR FUNDCO

Address         3960 RCA BLVD SUITE 6002

City and State  PALM BEACH GARDENS, FL

Zip Code        33410

Federal Tax ID  12-1234567

Phone Number    800-888-8888
```

At this point select "8" for exit, when back on the original certificate select "8" for exit again

```
ACTION:  1=Estab 2=Mod 5=Calc 6=Post N=New Rec >=Next <=Prev D=Edit Post 8=Exit
1  BLOCK        LIEN #      OTHER AMNT  LIEN HOLDER      More Options <enter>
2  LOT          SALE DATE   OTHER INT   STREET ADDRESS   Record  1 of  1
3  QUALIF.      TAX DUE     SALE COSTS  CITY, STATE              ZIP
4  TAX I.D.     INTEREST    PREIM RECD  TAX IDENTIFICATION #     PHONE
1       302     2013-005       927.26   WACHOVIA BANK AS CUST FOR FUNDCO
2         8     10/03/13        75.98   3960 RCA BLVD SUITE 6002  lra    310
3               3,710.57       100.00   PALM BEACH GARDENS, FL           33410
4  24499          857.10    10,000.00   12-1234567               800-888-8888
5  INT RATE     TAX YEAR    T#|MODE|    PAYMENT| PRINCIPAL|  INTEREST|  DATE
6  REDM RATE    SEARCH FEE  1
7  REDEM COST   OTHER FEES  2
8  ACCRU INT    LIEN TYPE   3
9  TOTAL DUE    PAYOF DATE  4
5       0.00        2012    5
6       0.00       12.00
7       0.00       40.00              Balance $        5,722.91
8       0.00         OTS              Per Diem             0.00
9   5,722.91    10/03/13
DESCRIPTION MUNICIPAL CHARGES  | REV CODE|  PRINCIPAL| REV CODE| INTEREST |
1 UTILITY                           18        927.26      19       75.98
2                                    0          0.00       0        0.00
3                                    0          0.00       0        0.00
4                                    0          0.00       0        0.00
```

When back on the main 2012 tax screen select "R" for return that will bring us back to the current fiscal year

```
ACTION:   1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help
1  BLOCK        DIMENSION     PROP.CLASS.   PROPERTY OWNER'S NAME
2  LOT          BLDG.DESCR.   BANK CODE     STREET ADDRESS              ZONING
3  QUALIF.      ADD.LOTS      SUB-BANK      CITY, STATE                 ZIP
4  TAX I.D.     ACREAGE       REC-STATUS    LOCATION                    TMP TXSRCH#
1  302          .242 AC       2             GUNDERMAN, FRANCIS
2  8            1SF-R                       65 MAIN ST APT 5            R-3
3                                           FRANKLIN, NJ                07416
4  24499        0.2420                      450 RUTHERFORD AVE          3
5  LAND VALUE   2011 NET.TAX DC TOTAL TAX   PAYER (IF NOT OWNER)       ─Due Today─
6  IMPROVMNTS   SP TAX DEPAR DO DEDUCTNS    INCARE (IF NOT OWNER)
7  EXEMPTIONS   CO EXMPT.AMT UD 2012 NETX   PURCHASER   | DEED DATE     LR
8  NET TAX VAL  DE SPLTX.AMT CE PENALTYTX   FACILITY NAME              o12
5     60400         3513.22        3710.57
6     70300                           0.00
7                      0.00        3710.57
8    130700  A01       0.00           0.00 6          7
DUE1    878.31 2     878.30 3    967.38 4     986.58 1    927.65 2     927.64
BAL                                                        927.65      927.64
ADJ
TAX     878.31        878.30       967.38      986.58
I/D                                857.10
PD      878.31        878.30     1,824.48      986.58
NOTE: DECEASED 12/4/09 REMOVE 2011
```

After selecting "R" we will be back to "2015"

```
ACTION:   1=Post 2=Int 3=Modify 4=Detail 5=Adj 6=A/O 7=BLQ 8=eXit 9=DT ?=Help
   BLOCK        DIMENSION     PROP.CLASS.   PROPERTY OWNER'S NAME
   LOT          BLDG.DESCR.   BANK CODE     STREET ADDRESS              ZONING
   QUALIF.      ADD.LOTS      SUB-BANK      CITY, STATE                 ZIP
   TAX I.D.     ACREAGE       REC-STATUS    LOCATION                    TMP TXSRCH#
   302          .242 AC       2             GUNDERMAN, FRANCIS
   8            1SF-R                       65 MAIN ST APT 5            R-3
                                            FRANKLIN, NJ                07416
   674          0.2420                      450 RUTHERFORD AVE          3
   LAND VALUE   2014 NET.TAX DC TOTAL TAX   PAYER (IF NOT OWNER)       ─Due Today─
   IMPROVMNTS   SP TAX DEPAR DO DEDUCTNS    INCARE (IF NOT OWNER)
   EXEMPTIONS   CO EXMPT.AMT UD 2015 NETX   PURCHASER   | DEED DATE     LR   LR
   NET TAX VAL  DE SPLTX.AMT CE PENALTYTX   FACILITY NAME              s15
      55900         3870.87        3972.06   TOWER FUND/CUST EBURY F   s14
      55300                           0.00                            s13
                       0.00        3972.06                            o12
     111200             0.00           0.00 6          7
UE1    967.72 2     967.72 3  1,018.31 4   1,018.31 1    993.02 2     993.01
AL                                          1,018.31      993.02      993.01
DJ
AX     967.72        967.72     1,018.31
/D       8.71         12.10        13.75
D      976.43        979.82     1,032.06
```

4. We can check any subsequent record to make sure the changes are correct, since there is a "S15" in the status window I'll just look at the 2015 subsequent, by selecting "L" for lien record

```
ACTION:   1=Estab 2=Mod 5=Calc 6=Post N=New Rec >=Next <=Prev D=Edit Post 8=Exit
1  BLOCK          LIEN #        OTHER AMNT   LIEN HOLDER     More Options <enter>
2  LOT            SALE DATE     OTHER INT    STREET ADDRESS  Record  1 of  3
3  QUALIF.        TAX DUE       SALE COSTS   CITY, STATE              ZIP
4  TAX I.D.       INTEREST      PREIM RECD   TAX IDENTIFICATION #     PHONE
1         302     2013-005          217.87   WACHOVIA BANK AS CUST FOR FUNDCO
2           8       2/19/15           0.00   3960 RCA BLVD SUITE 6002  lra      99
3                    967.72           0.00   PALM BEACH GARDENS, FL           33410
4         674          8.71           0.00   12-1234567               800-888-8888
5  INT RATE       TAX YEAR     T#|MODE|    PAYMENT| PRINCIPAL|  | INTEREST|   DATE
6  REDM RATE      SEARCH FEE    1
7  REDEM COST     OTHER FEES    2
8  ACCRU INT      LIEN TYPE     3
9  TOTAL DUE      PAYOF DATE    4
5        0.18         2015      5
6        0.00         0.00
7        0.00         0.00                      Balance $       1,194.30
8        0.00          SUB                       Per Diem           0.00
9    1,194.30       2/19/15
  DESCRIPTION MUNICIPAL CHARGES     | REV CODE|   PRINCIPAL | REV CODE| INTEREST |
1 WATER/SEWER                             18       217.87         0       0.00
2                                          0         0.00         0       0.00
```

The name has changed so we are done select "8" for exit