Assignment of Liens

AC	CTION: 1=Post	t 2=Int 3=Modi	ify 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
0	55300		0.00		513
/	111000	0.00	39/2.06	~ -	012
5	111200	0.00	0.00	6 /	
	L 967.72	2 967.72	3 1,018.31	4 1,018.31 1 993.02	2 993.01
3AL				1,018.31 993.02	993.01
AD J	007 70	007 70	1 010 01		
	96/./2	967.72	1,018.31		
1/0	8./1	12.10	1 022 00		
חכ	976 43	979 87	1 032 06		

1. Bring up the B&L

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>.

ACTION	N: 1=Post	2=Int	3=Modi	ify 4	=Detail	5=Ac	dj 6=A∕	0 7=	BLQ	8=eXit	9=DT ?	=Не]р
1 BL(DCK	DIMENS	SION	PRO	OP.CLASS.	PR	OPERTY	OWN	IER '	S NAME		
2 LOT	r	BLDG.D	ESCR.	BAN	IK CODE	S1	FREET A	DDRE	SS		ZON	ING
3 QU/	ALIF.	ADD.LC)TS	SUE	B-BANK	CI	ιτγ, st	ATE			ZIP	
4 TA)	(I.D.	ACREAG	iΕ	REC	STATUS	LC	OCATION				TMP	TXSRCH#
1 302	2	.242 A	١C	2) -	GL	INDERMA	N, F	RAN	CIS		
2 8		1SF-R				65	MAIN	ST A	١PT	5	R-3	
3						FR	RANKLIN	, NJ			074	16
4 244	199	0.2420)			45	O RUTH	ERFC	DRD	AVE	3	
5 LAN	ND VALUE 2	2011 NE	T.TAX	DC 1	TOTAL TAX	PA	AYER (I	F NC	DT 0	WNER)	Du	<u>e Today</u> j
6 IMF	PROVMNTS S	SP TAX	DEPAR	DO	DEDUCTNS	IN	ICARE (IFŅ	IOT	OWNER)		
7 EXE	EMPTIONS C	CO EXMF	T.AMT		2012 NETX	PL	JRCHASE	R	DE	ED DATE	LR	
8 NET	F TAX VAL E	DE SPLT	X.AMT	CE	PENALIYTX	FA	CILITY	NAM	1E		o 12	
5	60400	35	13.22		3710.57							
6	/0300				0.00							
/	100700	. 0.1	0.00		3/10.5/	~		_				
8	130/00 A	AOT	0.00	2	0.00	6	0.0.0	/	4	007.05		007.04
DUEL	8/8.31 2	2 87	8.30	3	967.38	4	986.	58	T	927.65	2	927.64
BAL										927.65		927.64
ADJ	070 01	0-			007 20		0.00	F 0				
TAX	878.31	87	8.30		967.38		986.	58				
	070 01	07	20 20	1	857.10		0.90	ГО				
PD	0/0.31	8/	0.30	- 201	.,024.48		986.	20				

Now we should be looking at the 2012 record

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

A	CTION: 1=Esta	ab 2=Mod 5=Ca	lc 6 =Po	ost N=Ne	ew Rec >	=Nex	t <=Pr	ev D=	=Edit	Post	8=Exit
1	BLOCK	LIEN #	OTHER	RAMNT	LIEN H	OLDE	R	More	e Opti	ons	<enter></enter>
2	LOT	SALE DATE	OTHEF	R INT	STREET	ADD	RESS	Reco	ord 1	L of	1
3	QUALIF.	TAX DUE	SALE	COSTS	CITY,	STAT	E			ZIP	
4	TAX I.D.	INTEREST	PREIN	M RECD	TAX ID	ENTI	FICATI	ON #		PHON	E
1	302	2013-005	5	927.26	TOWER	FUND	/CUST	EBUR	Y FUNE)_1NJ	LLC
2	8	10/03/13		75.98	PO BOX	376	95			Ira	310
3		3,710.57		100.00	BALTIM	IORE,	MD			2129	7-3695
4	24499	857.10	10,0	00.00	ſ				ç	914-2	16-4241
5	INT RATE	TAX YEAR	T# MO	DE F	PAYMENT	PRI	NCIPAL		INTERE	ST	DATE
6	REDM RATE	SEARCH FEE	1								
/	REDEM COST	OTHER FEES	2								
ŏ	ACCRU INT	LIEN TYPE	3								
9	TOTAL DUE	PAYOF DATE	4								
5	0.00	2012	5								
6	0.00	12.00				Γ	1	- •			01
/	0.00	40.00					Balanc	e >),/22	.91
ŏ		015					Per Di	em		U	.00
9	5,/22.91					DINC		DEV	CODE	TNIT	CD C CT
1	DESCRIPTION MU	JNICIPAL CHAR	352	REV CO				KEV	10		
1	UITETIA				0	927	. 20		Т9	/	5.90
2					0	0	.00		0		0.00
S ∧					0	0	.00		0		0.00
+					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,

En	ter the Lien H	Holder's Name	TOWER FUND/CL	JST EBURY FUND 1NJ	LLC		
1	BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Opt	ions <er:< th=""><th>nter></th></er:<>	nter>
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 IDENTIFICATIO)N #	PHONE	
1	302	2013-005	927.26	TOWER FUND/CUST E	BURY FUN	ID 1NJ LL	.C
2	8	10/03/13	75.98	PO BOX 37695		lra	310
3		3,710.57	100.00	BALTIMORE, MD		21297-3	695

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 I	Holder's Name	WACHOVIA BANK	CAS CUST FOR FUNDCO	·
1 BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER More Op	tions <enter></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 FU	ND 1NJ LLC
2 8	10/03/13	75.98	PO BOX 37695	lra 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

En	ter the Lien I	Holder's Addre	ess <mark>3960 rca e</mark>	BLVD SUITE 6002		
1	BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Option	s <enter></enter>
2	LOT	SALE DATE	OTHER INT	STREET ADDRESS		
3	QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZI	P
4	TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATIO	ON # PH	ONE
1	302	2013-005	927.26	WACHOVIA BANK AS	CUST FOR FUI	NDCO
2	8	10/03/13	75.98	PO BOX 37695	lra	a 310
2		2 710 57	100 00		21	207-2605

pressing <enter> after each field.

Ent	er the search	n fees <return< th=""><th>n> if none</th><th>12.00</th><th></th><th></th></return<>	n> if none	12.00		
1	BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Op	tions <enter></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 IDENTIFICATIO	N #	PHONE
1	302	2013-005	927.26	WACHOVIA BANK AS	CUST FO	R FUNDCO
2	8	10/03/13	75.98	3960 RCA BLVD SUI	TE 6002	lra 310
3		3,710.57	100.00	PALM BEACH GARDEN	S, 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

AC	TION: C=Prin	nt Cert A=Prim	nt Affidavit H	H=Add Lein Holder P=	=Print L	ien Holders
1	BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Opt	ions <enter></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	N#	PHONE
1	302	2013-005	927.26	WACHOVIA BANK AS (CUST FOR	FUNDCO
2	8	10/03/13	75.98	3960 RCA BLVD SUIT	TE 6002	lra 310
3		3,710.57	100.00	PALM BEACH GARDENS	S, FL	33410

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

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

1 64 WACHOVIA BANK AS CUST FOR FUNDCO 2 15 WACHOVIA-COLL AGT/SASS MUNI-IV	
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=Ed	it 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 Stat	PALM BEACH GARDENS, FL
Zip Code	33410
Federal Tax I	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	t L=Lable	es S=Search	U=Update	Lien	Records	8=Exit
lame		WACHOVIA	BANK AS	S CUST F	OR FUNDCO				
Address		3960 RCA	BLVD SU	JITE 600	2				
city and S	tate	PALM BEAC	CH GARDI	ENS, FL					
Zip Code		33410							
Federal Ta	X ID	12-123456	57						
Phone Numb	er	800-888-8	888						

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

	ACTION: <mark>1=Esta</mark>	ab 2=Mod 5=Ca	с <mark>6</mark> =Ро	ost <mark>N=</mark> N	lew Rec	>=Ne	xt <=Pr	ev D:	=Edit	Post	8=Exit
1	BLOCK	LIEN #	OTHEF	R AMNT	LIEN	HOLD	ER	More	e Opti	ons	<enter></enter>
2	LOT	SALE DATE	OTHEF	R INT	STRE	ET AD	DRESS	Reco	ord 1	L of	1
3	QUALIF.	TAX DUE	SALE	COSTS	CITY	′, STA	TE			ZIP	
4	TAX I.D.	INTEREST	PREIN	4 RECD	TAX	IDENT	IFICATI	ON #		PHON	E
1	302	2013-005	9	927.26	WACH	I AIVO	BANK AS	CUS	T FOR	FUND	CO
2	8	10/03/13		75.98	3960	RCA I	BLVD SU	ITE (5002	lra	310
3		3,710.57		100.00	PALM	BEAC	H GARDE	NS, I	FL		33410
4	24499	857.10	10,(00.00	12-1	23456	7		8	300-8	88-8888
5	INT RATE	TAX YEAR	T# MO	DE	PAYMEN	IT PR	INCIPAL		INTERE	ST	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					Balanc	e \$		5,722	.91
8	0.00	OTS					Per Di	em		0	.00
9	5,722.91	10/03/13									
	DESCRIPTION MU	UNICIPAL CHARG	GES	REV C	ODE	PRIN	CIPAL	REV	CODE	INT	EREST
1	UTILITY				18	92	7.26		19	7	5.98
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

AC	TION: 1=Post	2=Int 3=Mod	ify 4=Detail !	5=Adj	: 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	LSF-R		65 MAIN ST APT 5	R-3		
3	24400			FRANKLIN, NJ	0/416		
4	24499	0.2420		450 RUTHERFORD AVE	5 Due Tedeu		
2	LAND VALUE	ZULL NET. TAX		TNCARE (IF NOT OWNER)	Due Today		
0		SP TAX DEPAK		DURCHASER DEED DATE			
8	NET TAY VAL	DE SPITY AMT		FORCHASER DEED DATE	o12		
5	60400	3513 22	3710 57	TACILITY NAME	012		
6	70300	5515.22	0 00				
7	,	0.00	3710.57				
8	130700	A01 0.00	0.00	6 7			
DUE	1 878.31	2 878.30	3 967.38	4 986.58 1 927.6	5 2 927.64		
BAL				927.6	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			
NOT	E: DECEASED 1	L2/4/09 REMOVE	2011				

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

AC	TION: 1=Post	t 2=Int 3=Mod	ify 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		
	OUALIF.	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		3			
	LAND VALUE	2014 NET. TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)	Due Todava		
	IMPROVMNTS	SP TAX DEPAR	DO DEDUCTNS	INCARE (IF NOT OWNER)			
	EXEMPTIONS	CO EXMPT. AMT	UT 2015 NETX	PURCHASER DEED DATE	LR LR		
	NET TAX VAL	DE SPLTX AMT	CE DENAL TYTX	FACTI TTY NAME	s15		
	55900	3870.87	3972 06	TOWER FUND/CUST FRURY F	s14		
	55300	0070107	0 00		s13		
		0 00	3972 06		012		
	111200	0.00	0.00	6 7	<u>U</u>		
UE	1 967 72	2 967 72	3 1 018 31	4 1 018 31 1 993 02	2 993 01		
	1 307.72	2 307.72	5 1,010.51	1 018 31 993 02	993.01		
				1,010.01 333.02	555.01		
	967 72	967 72	1 018 31				
~^	2 71	12 10	13 75				
70	076 / 2	070 82	1 022 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

1	ACTION: 1=Esta	ab 2=Mod 5=Ca	lc	ost N=N	lew Rec 🔉	>=Next <=P	rev D=Edit	: Post	8=Exit
	BLOCK	LIEN #	OTHE	R AMNT	LIEN H	HOLDER	More Opt	tions 🗃	<enter></enter>
2	2 LOT	SALE DATE	OTHE	R INT	STREE	T ADDRESS	Record	1 of	3
	QUALIF.	TAX DUE	SALE	COSTS	CITY,	STATE		ZIP	
4	TAX I.D.	INTEREST	PREIM	1 RECD	TAX II	DENTIFICAT	ION #	PHONI	
	302	2013-005		217.87	WACHO	VIA BANK A	S CUST FOR		20
2	2 8	2/19/15		0.00	3960 F	RCA BLVD S	UITE 6002	lra	99
	3	967.72		0.00	PALM E	BEACH GARD	ENS, FL		33410
4	674	8.71		0.00	12-12	34567		800-88	88-8888
	INT RATE	TAX YEAR	T# MO	DE	PAYMENT	PRINCIPA	L INTER	REST	DATE
e	REDM RATE	SEARCH FEE	1						
	REDEM COST	OTHER FEES	2						
8	ACCRU INT	LIEN TYPE	3						
g	TOTAL DUE	PAYOF DATE	4						
	0.18	2015	5						
(0.00	0.00							
	0.00	0.00				Balan	ce \$	1,194	. 30
8	0.00	SUB				Per D	iem	0 ,	.00
9	1,194.30	2/19/15							
	DESCRIPTION MU	JNICIPAL CHAR	GES	REV C		PRINCIPAL	REV COD	E INTI	REST
	L 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