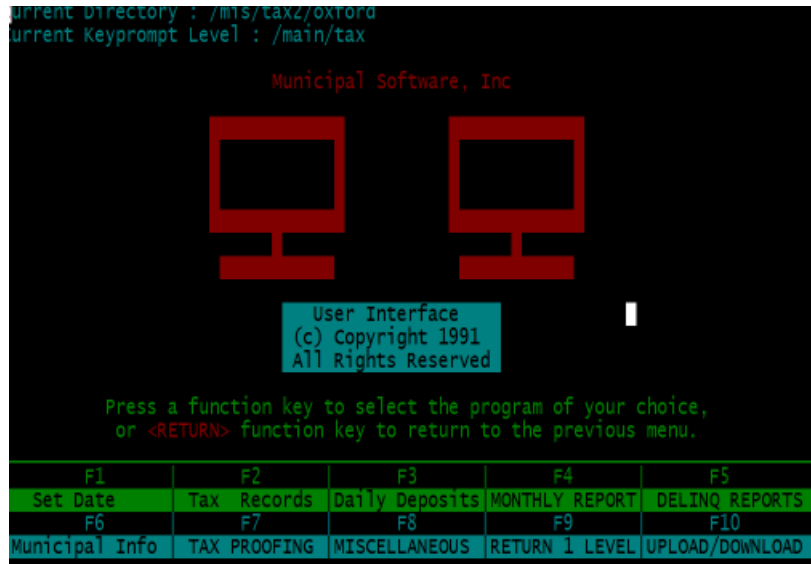


How to do a Tax Sale “the day of”

1. Go in to the Municipal Information file and set up your tax sale.

Select “F6” Municipal Info and enter your password.



Select 2 for interest and grace

The screenshot shows a terminal window with the following text:

```
MUNICIPAL DATA vY2K
TYPE: Tax Department
NAME & TITLE: XXXXXXXXXXXX
MUNICIPALITY: XXXXXXXXXXXX
ADDRESS: XXXXXX
CITY, ST: XXXXXX
ZIP, COUNTY: 12345 - XXXXXXXXXXXX
PHONE: XXX-XXX-XXXX
OFFICE HRS:
COMMENT:
```

Action 1=Edit 2=Int & Grace 3=Billing 4=Bill Align ESC=Quit No Save 8=Exit

Select 2 Tax Sale Information (this should have been done when you did your 50 day list. If this is complete skip this step

```

Tax Sale Information

Starting Tax Sale Number : 0
Number of letters : 0
Cost per letter : 0.00
Date of Tax Sale : 0/00/00
CRJ Code for Cost of Sale : 0
50 Day List Printed (Y/N) :

Action 1=Edit 8=Exit
  
```

Select 1 for edit, enter the starting tax sale number such as “1” then press <enter>, when creating certs it will append this number to the four digit year you are having the sale in e.g. 2015-001 if you selected “1” for your starting number.

Enter the number of letters you will be sending to the home owner then press <enter>, next enter the costs per letter as a whole number e.g. “25.00” then press <enter>

Enter the date of your tax sale with out slashes e.g. July 17 2015 as 71715 December 13, 2015 as 121315 then press <enter>

Next select your cost of sale code from the drop down menu, I this case the cost of sale is number “15”.

```

Tax Sale Information

Starting Tax Sale Number : 1
Number of letters : 2
Cost per letter : 25.00
Date of Tax Sale : 7/17/15
CRJ Code for Cost of Sale : 15
50 Day List Printed (Y/N) :

1=Tax Search 2=Prior Year 3=Twp Lien 4=Dup Bill 5=TAX LIEN
6=DPW Charges 7=Unallocated 8=Sc Dis 9=Miscellane 10=Interest
11=PREMIUM 12=BANK INT 13=SEWER PRINC 14=SEWER Int 15=COST OF SALE
16=DPW 17=REF TAX SALE 18= 19= 20=
  
```

If your 50 day list has been printed and you need to collect the cost of sale select "Y" for 50 day list printed and press <enter>

Your cursor should be back at the starting tax sale number and the screen should look like the one below, at this point you can press <esc> and then select "8" for exit, this will save the information on the screen.

```

Tax Sale Information

Starting Tax Sale Number : 1
Number of Letters : 2
Cost per letter : 25.00
Date of Tax Sale : 7/17/15
CRJ Code for Cost of Sale : 15
50 Day List Printed (Y/N) : Y

Action 1=Edit 8=Exit

```

Exit out of the municipal information file by selecting "8" for exit until you are back at the key prompt.

```

Current Directory : /mis/tax2/oxford
Current Keyprompt Level : /main/tax

Municipal Software, Inc

User Interface
(c) Copyright 1991
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Press a function key to select the program of your choice,
or <RETURN> function key to return to the previous menu.

F1      F2      F3      F4      F5
Set Date Tax Records Daily Deposits MONTHLY REPORT DELINQ REPORTS
F6      F7      F8      F9      F10
Municipal Info TAX PROOFING MISCELLANEOUS RETURN 1 LEVEL UPLOAD/DOWNLOAD

```

2. Select F5 DELINQ REPORTS

F1	F2	F3	F4	F5
Delinq Report	Mailer Message	Print Mailer	Over Paid List	Delinq Bank List
F6	F7	F8	F9	F10
Adjustment List	LIEN REPORTS	TAX SALE PREP	RETURN 1 LEVEL	Bankrupt Report

Select F8 TAX SALE PREP

F1	F2	F3	F4	F5
News Paper Adv	Home Owner Let	Work Sheet	Tax Sale Day	
F6	F7	F8	F9	F10
Copy Utility	Tax Sale File		RETURN 1 LEVEL	

If you need to print a “50 list” or work sheet select F3 Work sheet, select your printer and fill in the form the year and date should be listed for you if you filled in the tax sale information correctly in step 1. Press <enter> for the year (or enter the two digit year), <enter> for the date (or enter the date 7/17/15), enter the amount waved as a whole number e.g. 25.00 <enter>, and either (Y/N) for current year interest <enter>.

NOTE: YOU MUST USE THE WORK SHEET FROM THE TAX SYSTEM FOR YOUR TAX SALE IF YOU ARE DOING A MANUAL SALE

```
DELINQUENT PROPERTYS FOR DAY OF TAX SALE SORTED BY BLOCK & LOT

Enter the tax year      : 14
Enter the date of sale  : 7/17/15
Enter amount to be waived: 25.00
Add current year interest(Y/N): N
```

Next select “F7 Tax Sale File” this creates an electronic copy of your “50 day list” and allows you to view it in the “Tax Sale Day” application, you fill in the form the same way you do for the 50 day list but there is no printing or current year interest option.

```
DELINQUENT PROPERTYS FOR DAY OF TAX SALE SORTED BY BLOCK & LOT

Enter the tax year      : 14
Enter the date of sale  : 7/17/15
Enter amount to be waived: 25.00
```

3. Select "F4 Tax Sale Day" and you will see the first record that is up for tax sale.

Tax Sale Record

Block	Lot	Qual	PLUS	ID	NO.
7	8.01			829	1

Owner	Property Location
BRADLEY, MICHAL	101 WALTERS ROAD

Amount	Int Rate	Premium	Vendor#	DESCRIPTION
4,776.28	18.00	0.00	-1	Tax : 4,196.60
				Int : 486.03
				QTax : 0.00
				QInt : 0.00
				Cost : 93.65
				Mchg P: 0.00
				Mchg I: 0.00
				Total : 4,776.28

Test Town

ACTION: Enter=Edit >=Next <=Prev E=Edit Holder V=Vendor Report U=upload 8=Exit

Export Functions: B=Export Lien Holders D=Export Tax Sale Info
Import Functions: I=Import Lien Holders W=Import Tax Sale Info

4. To enter a new vendor or check to see if the vendor is already in the lien holder file select "E" edit holder

ACTION: l=Edit D=Delete P=Print L=Lables S=List Vendors A=Add 8=Exit

Name

Address

City and State

Zip Code

Federal Tax ID

Phone Number

To list the vendors and/or to get the vendor ID's select "S" List Vendors, the vendor ID's is the second column you can use <pgup> and <pgdn> the scroll through the list of vendors.

#	ID	Lien Holder
1	11	ACE PLUS
2	7	ALAN BLOOMER
3	1	ANTHONY & JAROSLAW MALINOWSKI
4	3	CRUSADER SERVICING CORP
5	2	ELLIOT LOEB - KEOGH PLAN
6	20	FNA JERSEY LIEN SERVICES, LLC
7	0	FRANK GALLAGER
8	14	FRANK GALLAGHER
9	25	FWDSL & ASSOCIATES LP
10	4	H. JORDAN GUENTHER
11	10	RAINBOW ASSOCIATES, LLC
12	22	RIDGEBACK VENTURES LLC
13	12	ROYAL TAX LIEN SERVICES
14	23	STUART LASHER
15	8	TAD J DABROWSKI
16	24	TRW AS CST FOR EBURY FUND 1NJ LLC
17	26	UNUSED
18	13	US BANK CUST FOR CCTS CAPITAL
19	21	US BANK CUST FOR PC5 FIRST TRUST BANK
20	17	US BANK CUST FOR PRO CAP II, LLC

PAGE DOWN next page, PAGE UP previous page, ARROWS move cursor, RETURN select

You can press <esc> to exit the list or <enter> (return) to edit a current vendor.

To add vendor select "A" Add

ACTION: 1=Edit D=Delete P=Print L=Lables S=List Vendors A=Add 8=Exit

Name

Address

City and State

Zip Code

Federal Tax ID

Phone Number

Enter the vendor name (**line 1 from the w9 only**), address, city, state, zip, federal tax id and phone number pressing <enter> at the end of each field. When finished the vendor information should be similar to the screen below.

```

ACTION: 1=Edit  D=Delete  P=Print  L=Lables  S=List Vendors A=Add  8=Exit
Name      US BANK CUST FOR PC5 FIRST TRUST BANK
Address   50 S 16TH ST SUITE 1950
City and State PHILADELPHIA, PA
Zip Code  19102
Federal Tax ID 99-9999999
Phone Number 856-123-1234
    
```

To add more vendors repeat this process until all vendors are entered.

Next list all the vendors and give each vendor a Bidder number (vendor ID)

for example Stuart Lasher's bidder ID is 23. when finished exit to the main tax sale screen

#	ID	Lien Holder
1	11	ACE PLUS
2	7	ALAN BLOOMER
3	1	ANTHONY & JAROSLAW MALINOWSKI
4	3	CRUSADER SERVICING CORP
5	2	ELLIOT LOEB - KEOGH PLAN
6	20	FNA JERSEY LIEN SERVICES, LLC
7	0	FRANK GALLAGER
8	14	FRANK GALLAGHER
9	25	FWDSL & ASSOCIATES LP
10	4	H. JORDAN GUENTHER
11	10	RAINBOW ASSOCIATES, LLC
12	22	RIDGEBACK VENTURES LLC
13	12	ROYAL TAX LIEN SERVICES
14	23	STUART LASHER
15	8	TAD J DABROWSKI
16	24	TRW AS CST FOR EBURY FUND 1NJ LLC
17	26	UNUSED
18	13	US BANK CUST FOR CCTS CAPITAL
19	21	US BANK CUST FOR PC5 FIRST TRUST BANK
20	17	US BANK CUST FOR PRO CAP II, LLC

PAGE DOWN next page, PAGE UP previous page, ARROWS move cursor, RETURN select

- At this point we are ready to enter the tax sale information at the main screen press <enter> and the cursor will be placed at the interest rate, enter the rate as a decimal e.g. 18, 10 or 0, press <enter>, if the interest rate is zero you will need to enter a premium you need to add this as a whole dollar figure with the decimal point included e.g. 1500.00 press <enter> next enter the vendor ID press <enter> when the form is complete it will look like the screen below

```

Tax Sale Record
Block  Lot  Qual  PLUS  ID  NO.
  31    6.01

Owner          Property Location
BIRD, LORETTA ANN  28 SPRING HILL ROAD

Amount  Int Rate  Premium  Vendor#  DESCRIPTION
 9,510.04  0.00    1,500.00    23      Tax :      7,865.30
                                           Int :      1,544.74
STUART LASHER                               QTax :      0.00
PO BOX 83                                   QInt :      0.00
MILLTOWN, NJ 08850                          Cost :     100.00
132-34-5435                                Mchg P:      0.00
                                           Mchg I:      0.00
                                           Total :     9,510.04

ACTION: Enter=Edit >=Next <=Prev E=Edit Holder V=Vendor Report U=upload 8=Exit

Export Functions: B=Export Lien Holders D=Export Tax Sale Info
Import Functions: I=Import Lien Holders W=Import Tax Sale Info

```

Press the <right arrow> key and the next block and lot will be displayed

```

Tax Sale Record
Block  Lot  Qual  PLUS  ID  NO.
  31    24.05

Owner          Property Location
LAUER, FREDRIK R. & DIANE M.  246 RIVER ROAD

Amount  Int Rate  Premium  Vendor#  DESCRIPTION
 813.76  18.00    0.00    -1      Tax :      735.98
                                           Int :      61.82
FRANKLIN TOWNSHIP                          QTax :      0.00
                                           QInt :      0.00
                                           Cost :     15.96
                                           Mchg P:      0.00
                                           Mchg I:      0.00
                                           Total :     813.76

ACTION: Enter=Edit >=Next <=Prev E=Edit Holder V=Vendor Report U=upload 8=Exit

Export Functions: B=Export Lien Holders D=Export Tax Sale Info
Import Functions: I=Import Lien Holders W=Import Tax Sale Info

```


Repeat this process for each block and lot in your tax sale if there are no bidders for a parcel then just press the <right arrow> the system defaults all items to the town, if you need to remove an item from your sale use vendor ID “-2” this will then tell the tax sale application not to sell this item

Tax Sale Record					
Block	Lot	Qual	PLUS	ID	NO.
31	24.05			9187	2
Owner			Property Location		
LAUER, FREDRIK R. & DIANE M.			246 RIVER ROAD		
Amount	Int Rate	Premium	Vendor#	DESCRIPTION	
813.76	18.00	0.00	-2	Tax :	735.98
				Int :	61.82
Removed From Sale				QTax :	0.00
				QInt :	0.00
				Cost :	15.96
				Mchg P:	0.00
				Mchg I:	0.00
				Total :	813.76
-1 TWP Lien					
-2 Removed From Sale					
ACTION: Enter=Edit >=Next <=Prev E=Edit Holder V=Vendor Report U=upload 8=Exit					
Export Functions: B=Export Lien Holders D=Export Tax Sale Info					
Import Functions: I=Import Lien Holders W=Import Tax Sale Info					

When finished select “V” for vendor report, this will print a list of block and lots with totals for each vendor, if you are doing your sale live print it twice one for your records and give the other copy to each vendor for their records. See sample on next page.

6. Now you can print a vendor report this will print a detailed listing of each vendors bidding's with a total sheet that should match what is being deposited in to the town's account, for this example I will just show one vendor and the totals page

Block	Lot	Qualif	Int Rate	Tax Sale Amt	Prem	
7	8.01		3.00	4,776.28	0.00	
10	7.09		0.00	3,477.89	7,600.00	
13	4		18.00	1,392.85	0.00	
22	3.09		0.00	3,688.45	7,300.00	
23	13		1.00	654.43	0.00	
24	14		0.00	3,530.79	2,000.00	
31	7		0.00	3,964.11	7,800.00	
31	14		0.00	4,182.28	2,500.00	
31	26		1.00	3,532.42	0.00	
33	6		1.00	329.35	0.00	
33	14		1.00	491.01	0.00	
34	3.01		1.00	655.66	0.00	
35.02	1		0.00	501.86	1,200.00	
35.03	5		0.00	4,155.98	7,200.00	
35.04	14		1.00	655.66	0.00	
35.09	11		1.00	1,744.01	0.00	
41	4		0.00	3,673.56	4,500.00	
43	15		0.00	2,709.34	4,900.00	
43	16		0.00	655.66	1,300.00	
43	18		0.00	6,773.48	6,400.00	
47	8		1.00	491.01	0.00	
49	26		0.00	655.66	1,300.00	
50	1		0.00	642.25	1,300.00	
51	7		0.00	18,092.86	53,400.00	
53	3		0.00	655.66	1,300.00	
54	9		0.00	2,824.03	5,100.00	
57	1.07		1.00	329.35	0.00	
61	18		1.00	655.66	0.00	
62	12		1.00	1,614.47	0.00	
73	3		0.00	5,262.05	5,900.00	
74	22		0.00	16,460.81	41,600.00	
US BANK CUST FOR PC 4 FIRSTRUST BANK				99,228.88	162,600.00	261,828.88
Bidder Number 98						

TOTALS				120,524.29	168,300.00	288,824.29

NO TOWNSHIP OR REMOVED LIENS IN TOTALS

Tax:	\$	91,655.56
Tax Inter:	\$	7,943.27
Premium:	\$	168,300.00
Cost of Sale:	\$	1,911.10
Utility:	\$	16,434.39
Utility Inter:	\$	1,355.55
Misc Princ:	\$	0.00
Misc Inter:	\$	0.00

7. If your numbers prove we are ready to upload the data in to the tax system. Select “U” enter the lien holder search fee, recording fee if you are putting them on the certificate and enter them as a whole number e.g. “12.00” and “40.00”. Next enter the town search fee and recording fee as a whole number.

NOTE: MAKE SURE EVERY ONE IS OUT OF THE TAX SYSTEM OTHERWISE YOU WILL GET AN ERROR MESSAGE AS THE SYSTEM WILL TRY TO LOCK EVERYONE ELSE OUT.

```
Enter lien holder Lien Search Fee $ 12.00
Enter lien holder recording Fee $ 40.00

Enter Twp lien Search Fee $ 12.00
Enter TWP lien recording Fee $ 8.00

Create liens for lienholders with 12.00 search fees and 40.00 recording fees
create TWP liens with 12.00 search fees and 8.00 recording fees (Y/N) ? █
```

Answer “Y” to upload the data with theses fees added or “N” to go back and make corrections to any information that effects the tax sale.

8. The system will now make a backup prior to uploading the data, if you see an error message about “utility” and you are not using the tax system for utility then ignore the error message.

```
Enter lien holder Lien Search Fee $ 12.00
Enter lien holder recording Fee $ 40.00

Enter Twp lien Search Fee $ 12.00
Enter TWP lien recording Fee $ 8.00

Create liens for lienholders with 12.00 search fees and 40.00 recording fees
Create TWP liens with 12.00 search fees and 8.00 recording fees (Y/N) ? YY
Backing Up Please Wait ...
/bin/lis: utility/*.fil not found: No such file or directory (error 2)
290920 blocks
Backup Complete. Press Any Key To Continue ...
```

Press <enter> to continue

```
Creating Certs and Posting Taxes.
0% 50% 100%
Finished posting Tax, Press Enter to continue ...
```

Press <enter> to continue

If you are not using the "tax system" for utility say "N" for Post Utility.

Post Utility (Y/N) ?

9. Next exit the tax sale application and run a deposit in the tax system as operator ID "1" same as you do for the banks.
10. To print the tax sale certificates go in to the main tax system and bring up any block and lot you just sold at tax sale in the status window you will see "LR" Lien record with the type and 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	31	5.0100	2	BIRD, LORETTA ANN			
2	6.01	1SFR4AG		28 SPRING HILL RD		AR70	
3				ANNANDALE NJ		08801	
4	8810	5.0100		28 SPRING HILL ROAD		7	
5	LAND VALUE	2014 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)		
6	IMPROVMNTS	SP TAX	DO	DEDUCTNS	INCARE (IF NOT OWNER)		Due Today
7	EXEMPTIONS	CO EXMPT.AMT	UD	2013 NETX	PURCHASER DEED DATE		11,632.30
8	NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME		
5	244700	14853.63		14201.95			
6	342400			0.00			
7		0.00		14554.21	10/03/79		
8	587100	F01 352.26		0.00			
DUE1	3,630.55	2 3,630.55	3	3,646.56	4	3,646.55	1 3,638.56 2 3,638.55
BAL	3,630.55	3,630.55		3,646.56		3,646.55	3,638.56 3,638.55
ADJ							
TAX							
I/D							
PD							
NOTE:							

Select "9" for Delinquent Tax Year, this will take us to the 2014

Next select "L" for lien record.

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#
31	5.0100	2	BIRD, LORETTA ANN		
6.01	1SFR4AG		28 SPRING HILL ROAD		AR70
			ANNANDALE, NJ		08801
23128	5.0100		28 SPRING HILL ROAD		7
LAND VALUE	2013 NET TAX	DC TOTAL TAX	PAYER (IF NOT OWNER)		
IMPROVMENTS	SP TAX	DC DEDUCTIONS	INCARE (IF NOT OWNER)		
EXEMPTIONS	CO EXMPT. AMT	UE 2013 NETX	PURCHASER DEED DATE		
NET TAX VAL	DE SPLTX. AMT	CE PENALTY TX	FACILITY NAME		
244700	14137.62	14177.80	Due Today		
329300		0.00	LR AO		
	A01 0.00	14522.20	o14 14		
574000	F01 344.40	0.00	10/03/79		
DUE1	3,534.41	2 3,534.40	3 3,726.70	4 3,726.69	1 3,630.55
BAL					2 3,630.55
ADJ					3,630.55
TAX	3,534.41	3,534.40	3,726.70	3,726.69	
I/D		90.48	1,544.74		
PD	3,534.41	3,624.88	5,271.44	3,726.69	

NOTE:

Then select "C" for print certificate,

ACTION: C=Print Cert A=Print Affidavit H=Add Lien Holder P=Print Lien Holders

BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>	
LOT	SALE DATE	OTHER INT	STREET ADDRESS	Record 1 of 1	
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP	
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE	
31	2015-000	0.00	STUART LASHER		
6.01	10/20/15	0.00	PO BOX 83	1ra	73
	7,865.30	100.00	MILLTOWN, NJ		08850
23128	1,544.74	1,500.00			7327635200
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL
REDEM RATE	SEARCH FEE	1			
REDEM COST	OTHER FEES	2			
ACCRU INT	LIEN TYPE	3			
TOTAL DUE	PAYOF DATE	4			
0.00	2014	5			
0.00	12.00				
0.00	40.00				
0.00	OTS				
9,562.04	10/20/15				
Balance \$				9,562.04	
Per Diem				0.00	
DESCRIPTION	MUNICIPAL CHARGES	REV CODE	PRINCIPAL	REV CODE	INTEREST
1		0	0.00	0	0.00
2		0	0.00	0	0.00
3		0	0.00	0	0.00
4		0	0.00	0	0.00

Next select "O" for two copies of just this certificate or "A" one copy of all the certificates created in 2015.

ACTION: 0= Two copies this cert A= One copy all certs in 2015 <enter>=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	31	2015-000	0.00	STUART LASHER	
2	6.01	10/20/15	0.00	PO BOX 83	1ra 73
3		7,865.30	100.00	MILLTOWN, NJ	08850

Most people select "A" , after selecting "A" you will be asked for a notary date, then a four digit certificate year in this case its "2015", if you need a second copy just repeat the print certificate action.