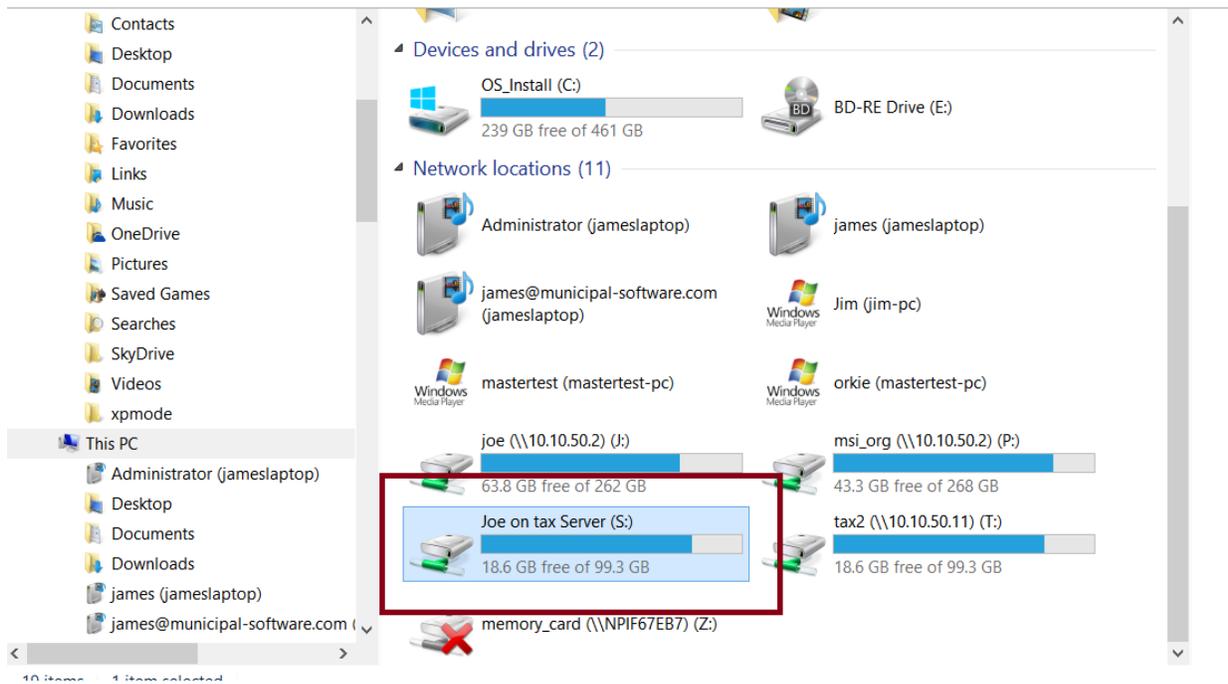


Tax Sale letters to home owner

1. Make sure your 50 day list is printed or saved to pdf.
2. Edit your letter, this should be on your tax server as a text file (saleletter.txt) this file must be on the tax server as it gets merged with the data from the tax system.

NOTE: Do not save this file as a word document as the tax system will not be able to read it.

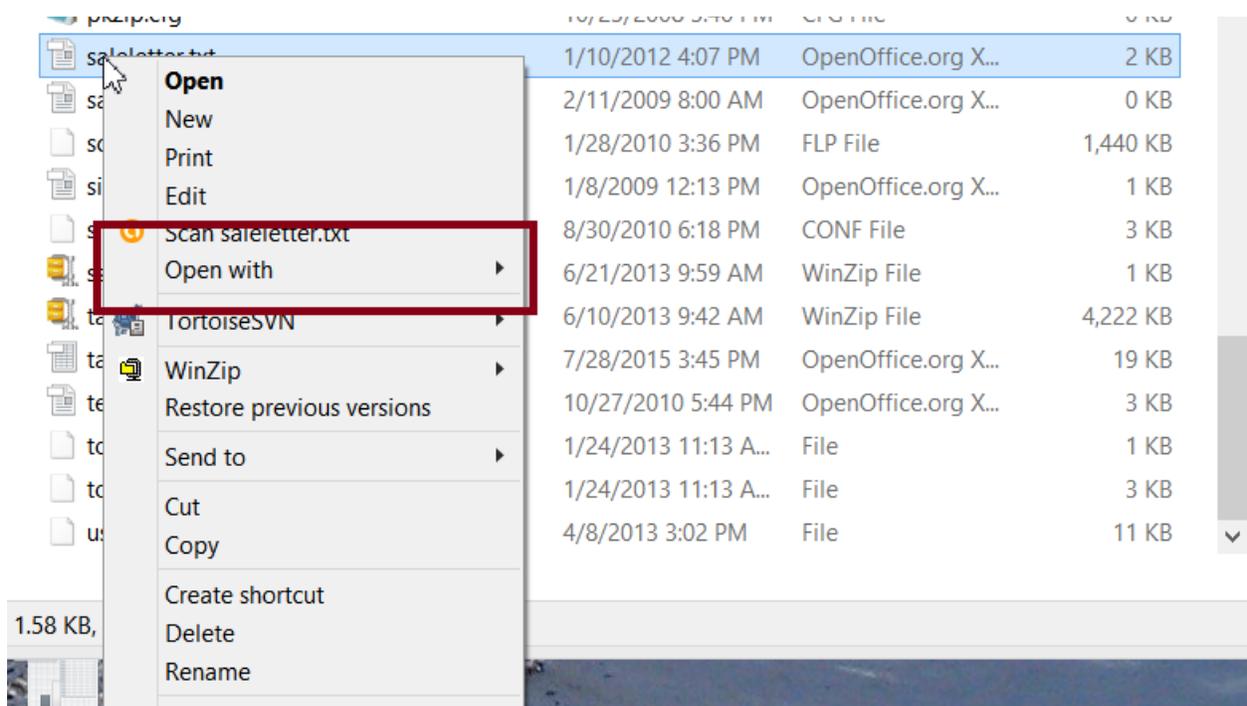
To edit click <start> <my computer> look for your user name with a reference to the tax server, double click to access your files.



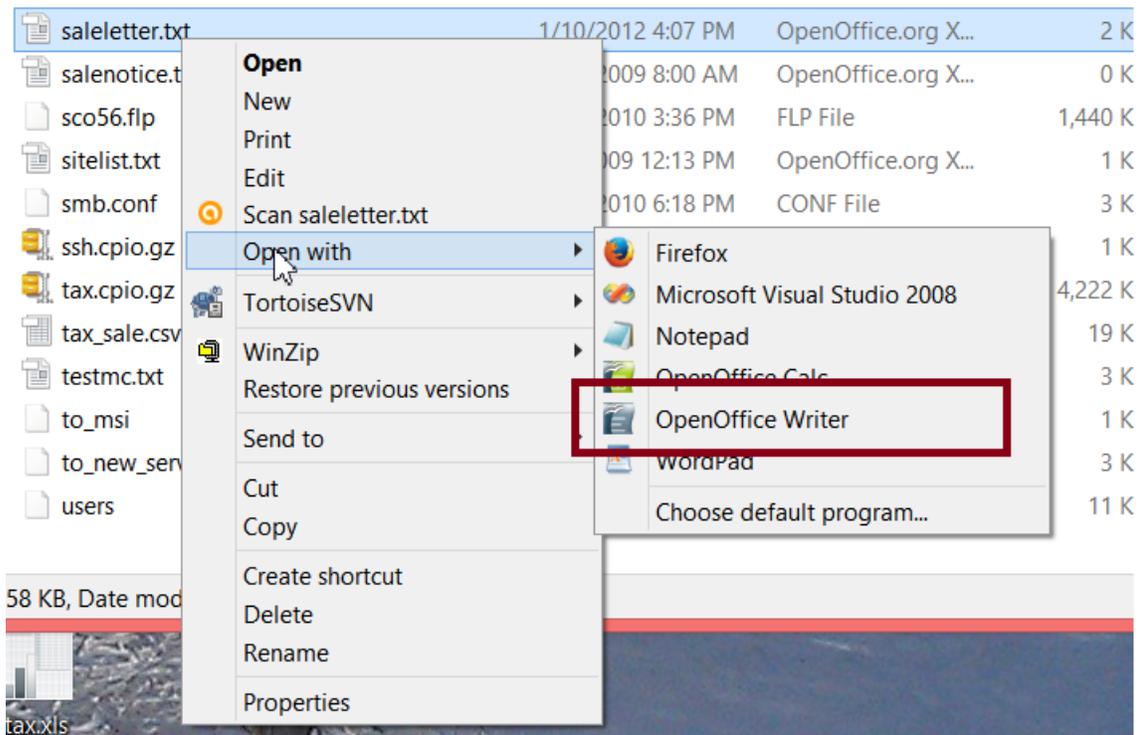
3. Look for the file “saleletter.txt”

Name	Date modified	Type	Size
lien_holder.csv	7/28/2015 3:09 PM	OpenOffice.org X...	8 KB
lsil.btld	4/26/2012 2:51 PM	BTLD File	1,440 KB
mbox	7/22/2015 3:29 PM	File	1,672 KB
more	10/16/1998 3:59 PM	File	1 KB
morris~1.tif	4/1/2003 2:32 PM	TIFF image	1,647 KB
nept	11/29/2012 1:32 PM	File	2 KB
nohup.out	4/27/2012 12:21 PM	OUT File	31 KB
pet.sql	10/15/2013 2:52 PM	SQL File	2,040 KB
pkzip.cfa	10/23/2008 3:40 PM	CEG File	0 KB
saleletter.txt	1/10/2012 4:07 PM	OpenOffice.org X...	2 KB
salenotice.txt	2/11/2009 8:00 AM	OpenOffice.org X...	0 KB
sco56.flp	1/28/2010 3:36 PM	FLP File	1,440 KB
sitelist.txt	1/8/2009 12:13 PM	OpenOffice.org X...	1 KB
smb.conf	8/30/2010 6:18 PM	CONF File	3 KB
ssh.cpio.gz	6/21/2013 9:59 AM	WinZip File	1 KB
tax.cpio.gz	6/10/2013 9:42 AM	WinZip File	4,222 KB
tax_sale.csv	7/28/2015 3:45 PM	OpenOffice.org X...	19 KB
testmc.txt	10/27/2010 5:44 PM	OpenOffice.org X...	3 KB
to_msi	1/24/2013 11:13 A...	File	1 KB
to_new_server	1/24/2013 11:13 A...	File	3 KB
users	4/8/2013 3:02 PM	File	11 KB

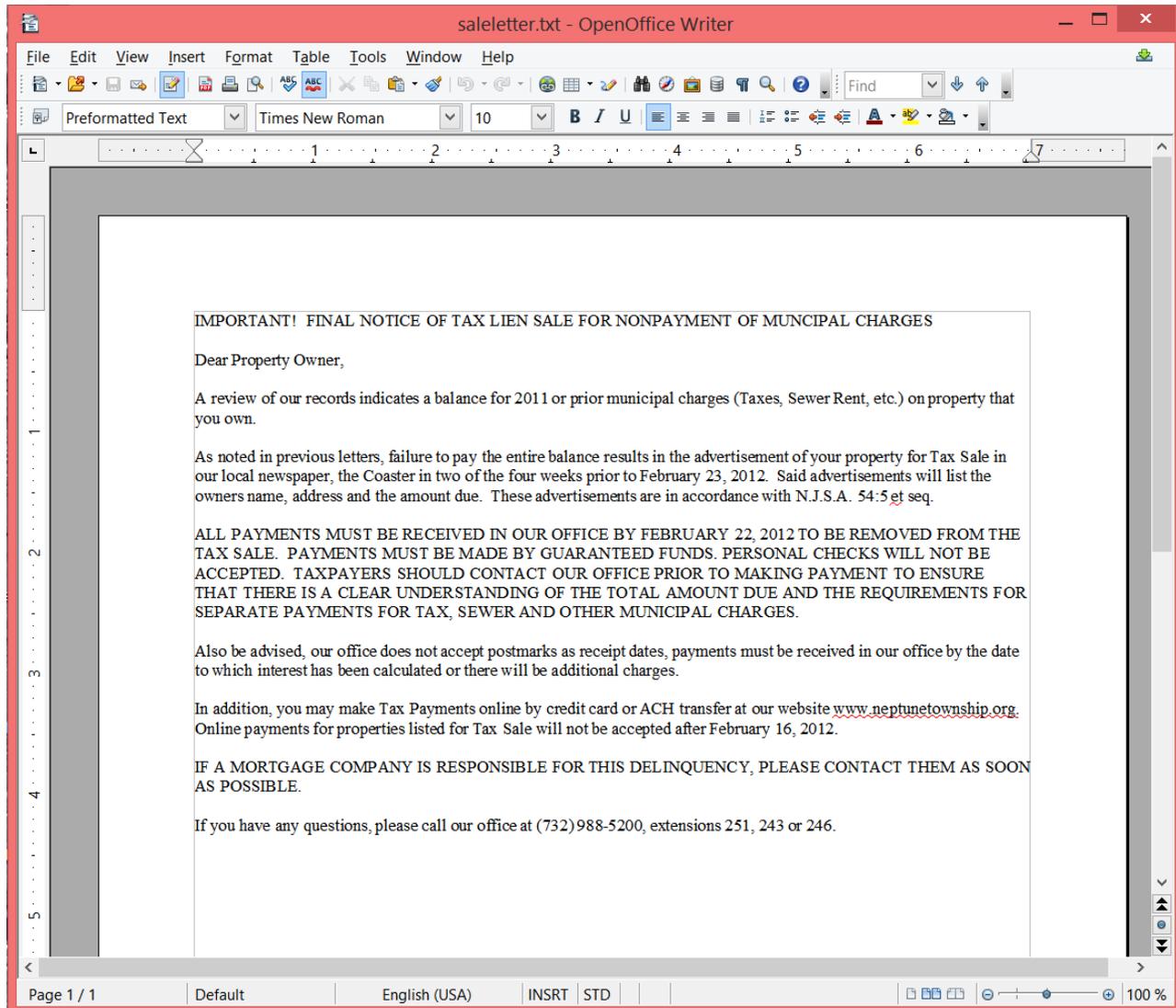
Next <right mouse click>, then <click> <open with>



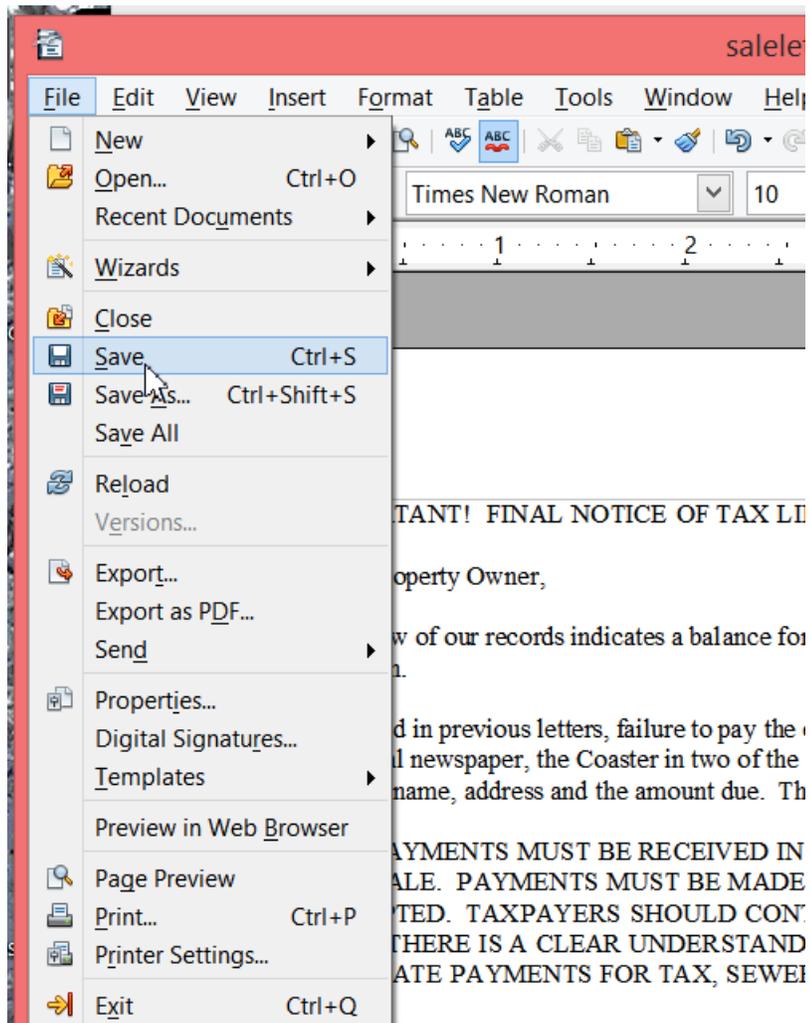
You should select <word> or which ever word processor you are using in my case I'm using <openoffice writer>.



You can edit this document like you would any other document except do not use any special formatting such as **BOLD** since that type of formatting is not supported by text documents.



After you have edited your text document click <file> <save>



NOTE: DO NOT SAVE AS A WORD DOCUENT

4. From the function key prompt select "F5" Delinquent reports, next select "F8" Tax Sale prep, then "F2" Home owner letter and select your printer.

```
DELINQUENT PROPERTY TAX LETTERS FOR TAX SALE SORTED BY BLOCK & LOT

Letters for Home Owner or Bank : O
Enter the tax year           : 14
Enter the date of sale      : 10/15/15
Enter amount to be waived: 10.00
Exclude Costs of Sale (Y or N) : N
```

Enter "O" for home owner or "B" for banks, press <enter> for the year and Date of sale, enter the amount to be waived (10.00) and "N" for exclude cost of sale

5. A sample letter is on the next page, there is room at the top of the letter to use the towns letter head

8/24/15
FRANKLIN POINT ASSOCIATES LLC
PO BOX 83
PITTSTOWN, NJ 08867

IMPORTANT! FINAL NOTICE OF TAX LIEN SALE FOR NONPAYMENT OF MUNICIPAL CHARGES

Dear Property Owner,

A review of our records indicates a balance for 2011 or prior municipal charges (Taxes, Sewer Rent, etc.) on property that you own.

As noted in previous letters, failure to pay the entire balance results in the advertisement of your property for Tax Sale in our local newspaper, the Coaster in two of the four weeks prior to February 23, 2012. Said advertisements will list the owners name, address and the amount due. These advertisements are in accordance with N.J.S.A. 54:5 et seq.

ALL PAYMENTS MUST BE RECEIVED IN OUR OFFICE BY FEBRUARY 22, 2012 TO BE REMOVED FROM THE TAX SALE. PAYMENTS MUST BE MADE BY GUARANTEED FUNDS. PERSONAL CHECKS WILL NOT BE ACCEPTED. TAXPAYERS SHOULD CONTACT OUR OFFICE PRIOR TO MAKING PAYMENT TO ENSURE THAT THERE IS A CLEAR UNDERSTANDING OF THE TOTAL AMOUNT DUE AND THE REQUIREMENTS FOR SEPARATE PAYMENTS FOR TAX, SEWER AND OTHER MUNICIPAL CHARGES.

Also be advised, our office does not accept postmarks as receipt dates, payments must be received in our office by the date to which interest has been calculated or there will be additional charges.

In addition, you may make Tax Payments online by credit card or ACH transfer at our website www.neptunetownship.org. Online payments for properties listed for Tax Sale will not be accepted after February 16, 2012.

IF A MORTGAGE COMPANY IS RESPONSIBLE FOR THIS DELINQUENCY, PLEASE CONTACT THEM AS SOON AS POSSIBLE.

If you have any questions, please call our office at (732) 988-5200, extensions 251, 243 or 246.

Date of Tax Sale : 10/15/15	Property Location :	PITTSTOWN RD		
Year : 2014 Block : 26	Lot : 17.09	Qualification :		
Description	Principal	Interest	Cost of Sale	Total
Tax	\$ 6,175.90	\$ 1,746.33	\$	\$ 7,922.23
Cost of Sale	\$	\$	\$ 150.00	\$ 150.00
			Total Due \$	\$ 8,072.23