

How To Enter Subsequent Lien Payments (Outside Lien Holder Only)

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	38	.8500	2	POSTER, THEODORE J & AMY L ETALS			
2	4	2SF	00000	70 QUAKERTOWN ROAD		AR70	
3				PITTSTOWN NJ		08867	
4	12849	0.8500		70 QUAKERTOWN ROAD		10	
5	LAND VALUE	2014 NET.TAX	DC	TOTAL TAX	PAYER (IF NOT OWNER)		Due Today
6	IMPROVMNTS	SP TAX	DO	DEDUCTNS	INCARE (IF NOT OWNER)		6,991.70
7	EXEMPTIONS	CO EXMPT.AMT	UD	2015 NETX	PURCHASER DEED DATE		LR
8	NET TAX VAL	DE SPLTX.AMT	CE	PENALTYTX	FACILITY NAME		o14
5	158500	8660.19		8280.24			
6	183800			0.00			
7		0.00		8485.62	3/01/95		
8	342300	F01 205.38		0.00			
DUE1	2,165.05	2 2,165.05	3 2,077.76	4 2,077.76	1 2,121.41	2 2,121.40	
BAL	2,165.05	2,165.05	2,077.76	2,077.76	2,121.41	2,121.40	
ADJ							
TAX							
I/D							
PD							
NOTE:							

2. Select "L" (L=Lien Record) from the action line, press <enter> for action line options. If there are no subsequent payments for the current year a blank record will be displayed

ACTION: 1=Estabsh New Lien or Municipal Charge Record 8=Exit						
1	BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>	
2	LOT	SALE DATE	OTHER INT	STREET ADDRESS	Record 0 of 0	
3	QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP	
4	TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE	
5	INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL
6	REDM RATE	SEARCH FEE				
7	REDEM COST	OTHER FEES				
8	ACCRU INT	LIEN TYPE				
9	TOTAL DUE	PAYOF DATE				
	DESCRIPTION	MUNICIPAL CHARGES	REV CODE	PRINCIPAL	REV CODE	INTEREST

3. Select 1=Establish New Lien or Municipal Charge Record, answer "Y" to create a record.

Enter T=Twp, S=Sub, O=Outside, A=Assign, U=Municipal Chg, F=Foreclose, V=Void

BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>			
LOT	SALE DATE	OTHER INT	STREET ADDRESS				
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP			
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE			
38		0.00					
4	0/00/00	0.00		1ra	83		
	0.00	0.00					
12849	0.00	0.00					
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE
REDM RATE	SEARCH FEE	1					
REDEM COST	OTHER FEES	2					
ACCRU INT	LIEN TYPE	3					
TOTAL DUE	PAYOF DATE	4					
0.00	2015	5					
0.00	0.00						
0.00	0.00						
0.00							
0.00	11/02/15						
				Balance \$	0.00		
				Per Diem	0.00		
DESCRIPTION	MUNICIPAL CHARGES	REV CODE	PRINCIPAL	REV CODE	INTEREST		
		0	0.00	0	0.00		
		0	0.00	0	0.00		
		0	0.00	0	0.00		
		0	0.00	0	0.00		

Next select "S" for Subsequent lien, enter the cert number e.g. (2015-001) press <enter>

Enter the lien number 2015-001

BLOCK	LIEN #	OTHER AMNT	LIEN HO
LOT	SALE DATE	OTHER INT	STREET
QUALIF.	TAX DUE	SALE COSTS	CITY, S
TAX I.D.	INTEREST	PREIM RECD	TAX IDE
38		0.00	
4	0/00/00	0.00	
	0.00	0.00	
	0.00	0.00	

Next enter the payment date e.g. (11/1/15) as 110115, next the tax amount should appear in the tax field, if not enter the tax amount (just tax no interest) press <enter>

Tax Amount only : 6,407.86

BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>			
LOT	SALE DATE	OTHER INT	STREET ADDRESS				
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP			
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE			
38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS				
4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra	83		
	0.00	0.00	PHILADELPHIA, PA		19102		
12849	0.00	0.00	46-5060794		8567512819		
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE
REDM RATE	SEARCH FEE	1					
REDEM COST	OTHER FEES	2					
ACCRU INT	LIEN TYPE	3					
TOTAL DUE	PAYOF DATE	4					
0.00	2015	5					
0.00	0.00						
0.00	0.00						
0.00							
0.00	11/02/15						
				Balance \$	0.00		
				Per Diem	0.00		

Next enter the interest amount should appear, if not enter the interest due press <enter>

Interest Amount Only		: 580.63					
BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>			
LOT	SALE DATE	OTHER INT	STREET ADDRESS				
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP			
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE			
1	38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS			
2	4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra 83		
3		6,407.86	0.00	PHILADELPHIA, PA	19102		
4	12849	0.00	0.00	46-5060794	8567512819		
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	2015	5				
6	0.00	0.00					
7	0.00	0.00					
8	0.00						
9	0.00	11/02/15					
Balance \$						0.00	
Per Diem						0.00	

if you have any non tax municipal charges you can enter them next, lets assume you do not have any municipal charges, just press <enter>

Select charge to edit ? (1 - 8)							
BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>			
LOT	SALE DATE	OTHER INT	STREET ADDRESS				
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP			
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE			
1	38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS			
2	4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra	83	
3		6,407.86	100.00	PHILADELPHIA, PA		19102	
4	12849	580.63	0.00	46-5060794		8567512819	
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					
8	0.00						
9	0.00	11/02/15					
Balance \$						0.00	
Per Diem						0.00	
DESCRIPTION	MUNICIPAL CHARGES	REV CODE	PRINCIPAL	REV CODE	INTEREST		
1		0	0.00	0	0.00		

Next enter the interest rate for this subsequent payment

Enter the interest rate		0.18					
BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>			
LOT	SALE DATE	OTHER INT	STREET ADDRESS				
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP			
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE			
1	38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS			
2	4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra 83		
3		6,407.86	100.00	PHILADELPHIA, PA	19102		
4	12849	580.63	0.00	46-5060794	8567512819		
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE

The lien holders name should have automatically been added to the sub based on the cert number, if not enter the lien holders information press <enter>

Enter the Lien Holder's Name							US BANK CUST FOR PRO CAP 4 & CDTRS	
BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>				
LOT	SALE DATE	OTHER INT	STREET ADDRESS					
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP				
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE				
38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS					
4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra	83			
	6,407.86	0.00	PHILADELPHIA, PA	19102				
12849	580.63	0.00	46-5060794	8567512819				
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE	
0.18	2015	5						
0.00	0.00							
0.00	0.00							
0.00	11/02/15							
						Balance \$	0.00	
						Per Diem	0.00	

Enter any search fees (if any), press <enter>

Enter the search fees <Return> if none							0.00	
BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>				
LOT	SALE DATE	OTHER INT	STREET ADDRESS					
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP				
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE				
38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS					
4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra	83			
	6,407.86	0.00	PHILADELPHIA, PA	19102				
12849	580.63	0.00	46-5060794	8567512819				
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE	

Enter any other fees (if any), press <enter>

Enter other fees <Return> if none							0.00	
BLOCK	LIEN #	OTHER AMNT	LIEN HOLDER	More Options <enter>				
LOT	SALE DATE	OTHER INT	STREET ADDRESS					
QUALIF.	TAX DUE	SALE COSTS	CITY, STATE	ZIP				
TAX I.D.	INTEREST	PREIM RECD	TAX IDENTIFICATION #	PHONE				
38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS					
4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra	83			
	6,407.86	0.00	PHILADELPHIA, PA	19102				
12849	580.63	0.00	46-5060794	8567512819				
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE	

If you have already posted the payment to the tax record answer N to Do you want automatic posting to post the payment, if you have not posted the payment answer "Y"

NOTE: answering yes will post a payment to the tax record in the same manor as you doing 1 for post on the man tax record.

4. When finished you should see a record similar to the following

ACTION: 1=Estab 2=Mod 5=Calc 6=Post N=New Rec >=Next <=Prev D=Edit Post 8=Exit

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			
38	2015-001	0.00	US BANK CUST FOR PRO CAP 4 & CDTRS				
4	11/01/15	0.00	50 S 16TH ST SUITE 1950	1ra	83		
	6,407.86	0.00	PHILADELPHIA, PA		19102		
12849	580.63	0.00	46-5060794		8567512819		
INT RATE	TAX YEAR	T#	MODE	PAYMENT	PRINCIPAL	INTEREST	DATE
REDM RATE	SEARCH FEE	1					
REDEM COST	OTHER FEES	2					
ACCRU INT	LIEN TYPE	3					
TOTAL DUE	PAYOF DATE	4					
0.18	2015	5					
0.00	0.00						
0.00	0.00						
3.49	SUB						
6,991.98	11/02/15						
				Balance \$	6,991.98		
				Per Diem	3.49		
DESCRIPTION	MUNICIPAL CHARGES	REV CODE	PRINCIPAL	REV CODE	INTEREST		
		0	0.00	0	0.00		
		0	0.00	0	0.00		
		0	0.00	0	0.00		
		0	0.00	0	0.00		

5. If you said yes for automatic posting you should see a corresponding transaction on the main tax record, do 4 for detail and 1 for transaction listing

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BLOCK	DIMENSION	PROP. CLASS.	PROPERTY OWNER'S NAME						
LOT	BLDG. DESCR.	BANK CODE	STREET ADDRESS	ZIP	ZONING				
QUALIF.	ADD. LOTS	SUB-BANK	CITY, STATE	ZIP					
TAX I.D.	ACREAGE	REC-STATUS	LOCATION	TMP TXSRCH#					
38	.8500	2	POSTER, THEODORE J & AMY L ETALS						
4	2SF	00000	70 QUAKERTOWN ROAD	AR70					
			PITTSTOWN NJ	08867					
12849	0.8500		70 QUAKERTOWN ROAD	10					
Yr	Tran#	Qtr	Due	mode	paid	tax	int	Dep#	date
2015	1	1Q	2,165.05		6,988.49	6,407.86 J	580.63		11/01/15
2015	2	2Q	2,165.05						
2015	3	3Q	2,077.76						
2015	4	4Q	2,077.76						
2015			8,485.62		6,988.49	6,407.86	580.63	Bal	2,077.76
2014	5	1Q	2,107.72		2,176.47	2,107.72 *	68.75	22	3/29/14
2014	6	2Q	2,107.71		7,765.16	6,552.47 *	1,212.69	159	10/20/15
2014	7	3Q	2,222.38						
2014	8	4Q	2,222.38						
2014			8,660.19		9,941.63	8,660.19	1,281.44	Bal	0.00