Tax Sale List for News Paper

1. From the function key prompt select "F5" Delinquent reports, next select "F8" Tax Sale
   prep, then "F1" News Paper Advertizement and select "userfile" for your printer.

```
                  Printer Menu

              [0] laser_4100
              [1] laser_4300
              [2] laser_color
              [3] SCREEN
              [4] userfile
              [5] pdf
              [6] CANCEL PRINT


         Printer Selection: 0
```

2. Select "L" for list

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        Print (L)ist or la(B)les ?    ▮
```
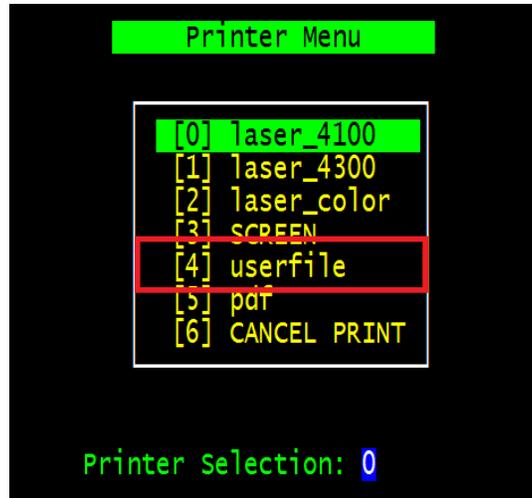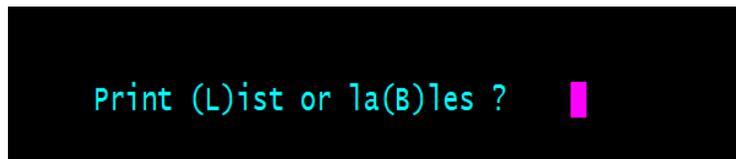
3. The year and date should be populated for you if your Municipal Information file was
   updated for the 50 day list, press <enter> for the year, and <enter> for the date next
   enter the amount waived as a whole number (10.00).

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   DELINQUENT PROPERTY TAXES FOR TAX SALE SORTED BY BLOCK & LOT




        Enter the tax year      : 14

        Enter the date of sale  : 10/15/15

        Enter amount to be waived: 10.00
```
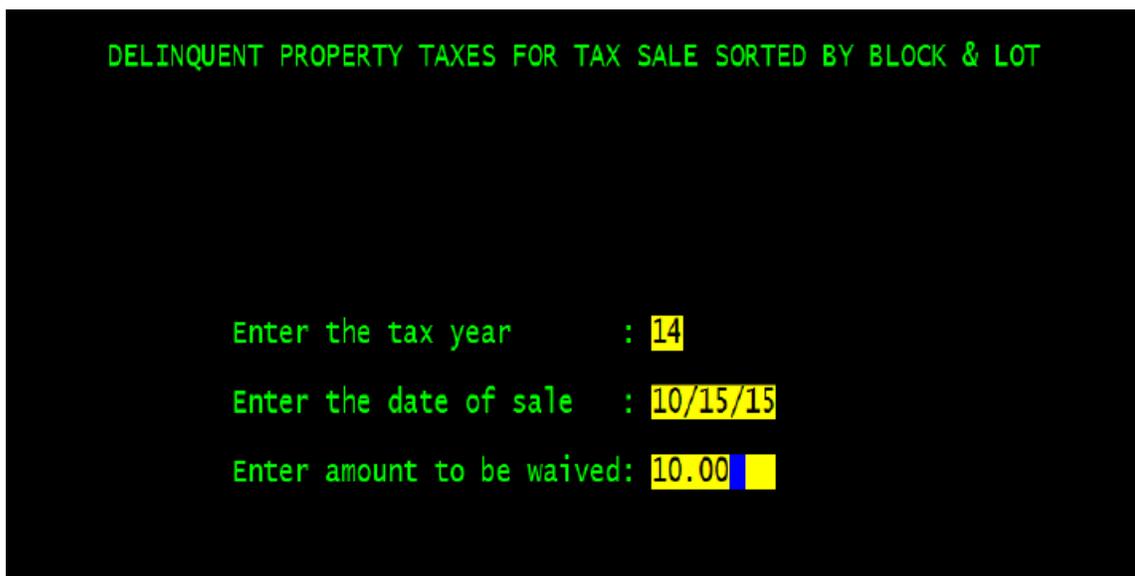
4. To access the news paper listing click <start> <my computer> look for your user name with a reference to the tax server, double click to access your files.
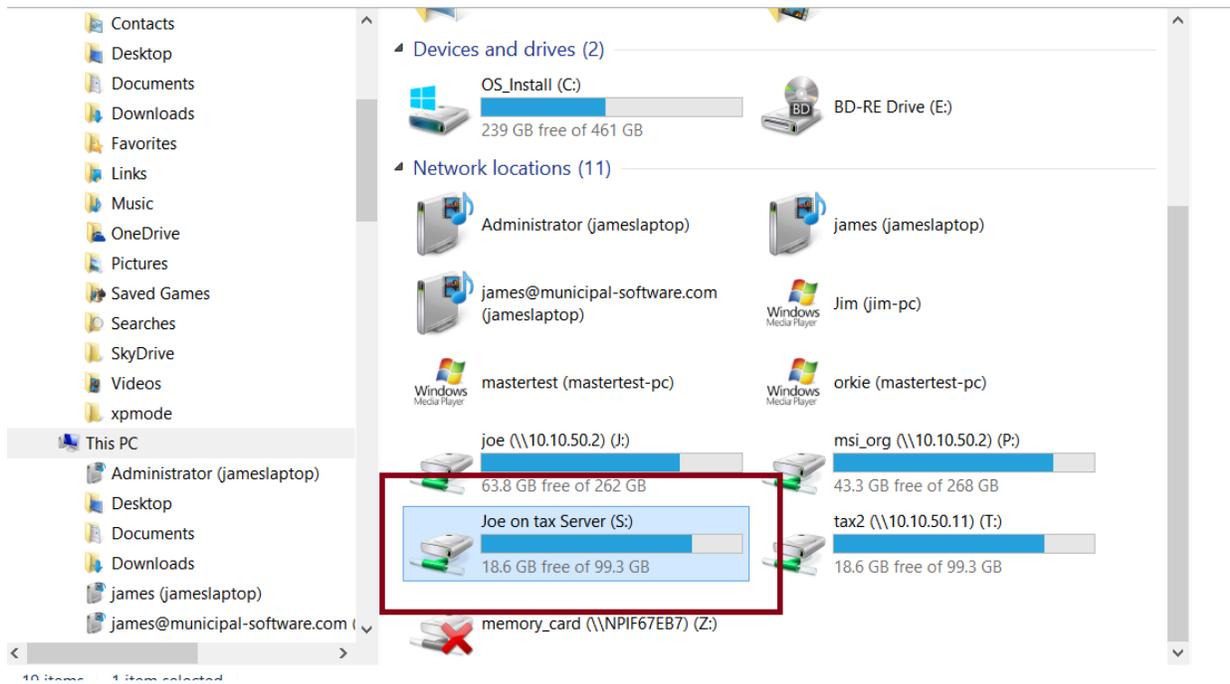
5. Look for the file "your_login_name.txt"
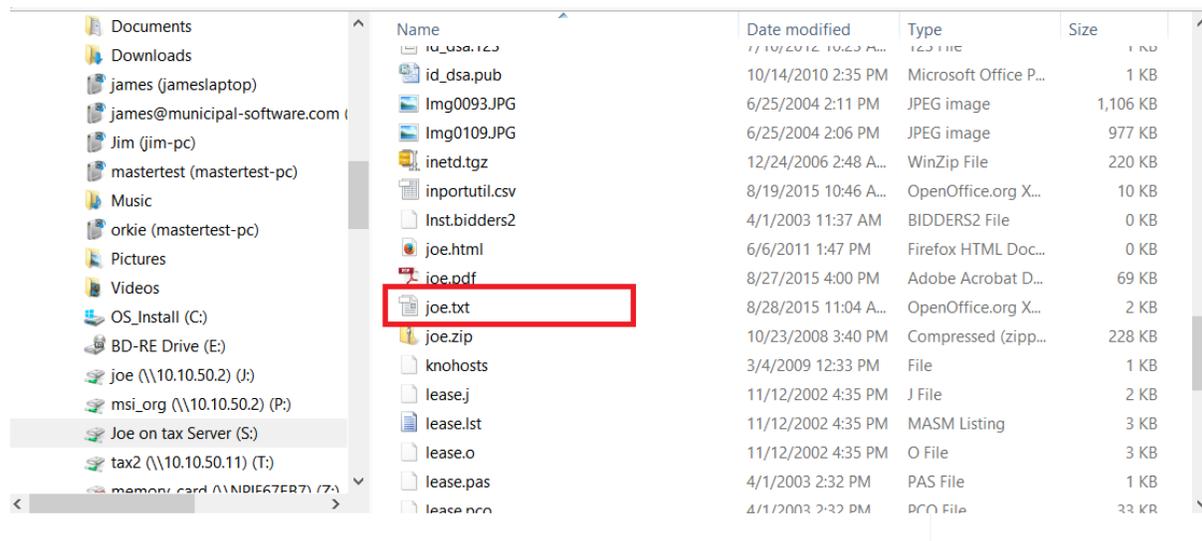
Next <right mouse click>, then <click> <open with>
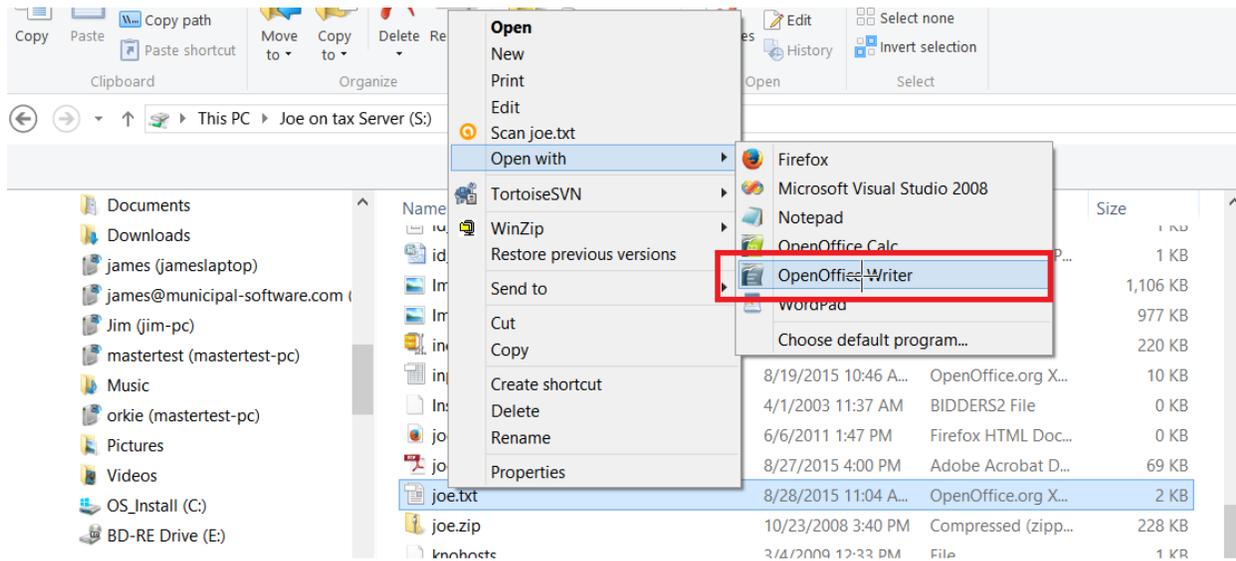
You should select <word> or which ever word processor you are using in my case I'm using <openoffice writer>

6. You can edit this document like you would any other document and you can <copy> and <past> this data in to your own document or insert you own verbiage for the newspaper add.

					To Date of Sale	
Year	Block	Lot	Qualifer	Other	Owner	Interest & Cost
2014	10	4	+Q0312		FERNANDEZ, DANIEL E & GINA L DIZZIA	377.03
2014	26	17.09			FRANKLIN POINT ASSOCIATES LLC	7,687.77
2014	31	6.01			BIRD, LORETTA ANN	9,540.38
2014	31	24.05			LAUER,FREDRIK R. & DIANE M.	861.88
2014	35	14			FEE, ERIK C	148.37
2014	35	16	Q0147		MICHISK, ROBERT	157.12
2014	36	6			SHOCKLEY, CHRISTINA M	2,884.26
2014	38	4			POSTER, THEODORE J & AMY L ETALS	7,900.87
2014	38	20	+Q0191		KURTZ, EDWARD E	4,636.35
2014	38	28			PUTERBAUGH, GERTRUDE E	100.36
2014	39	9	+Q0212		REICH, GARY CHRIS & DOLORES	4,780.37
2014	41	5	Q0219		FADIL, RICHARD FAMILY LP	198.14
2014	42	6	+Q0231		SAUL, JARED MICHAEL	1,294.12
2014	43	20	+Q0295		REICHARDT MANFRED	328.48
2014	43	22	+Q0250		MICHISK ROBERT G.	410.79
2014	44	2			SWIDER FLORENCE ESTATE	2,893.61
2014	44	5	Q0250		MICHISK, ROBERT G	268.50
2014	49	40	+Q0282		RICHARDSON, BENJAMIN J & KENDRA L	6,337.56
2014	50	7			MILNES, DORIS EST % B MILNES	4,133.86