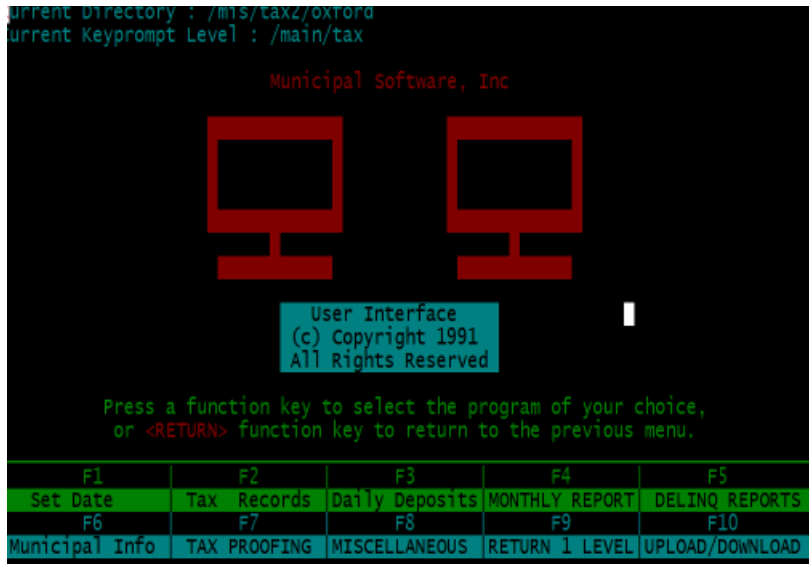


## How To do a Tax Sale with Real Auction

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.

```
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, in 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=Miscellaneous 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
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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
Print Report	Print Message	Print Message	Over Print List	Print List
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	

### Select F8 TAX SALE PREP

If you need to print a “50 list” 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 71715), enter the amount waved as a whole number e.g. 25.00 <enter>, and either (Y/N) for current year interest <enter>.

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

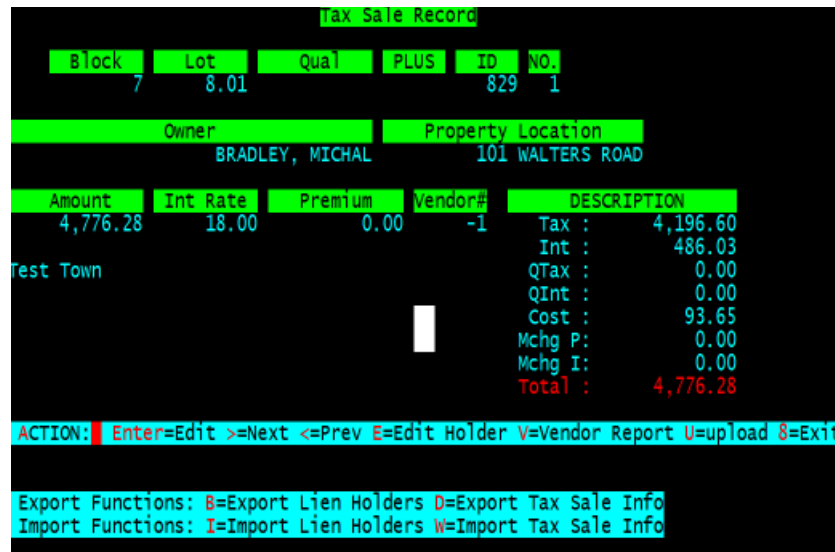
Enter the tax year      : 14
Enter the date of sale  : 7/17/15
Enter amount to be waived: 25.00
Add current year interest(Y/N): N
```

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
```

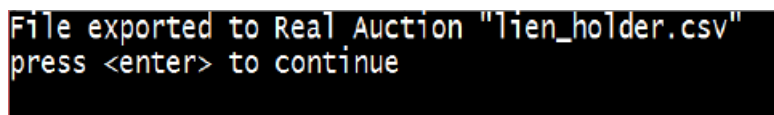
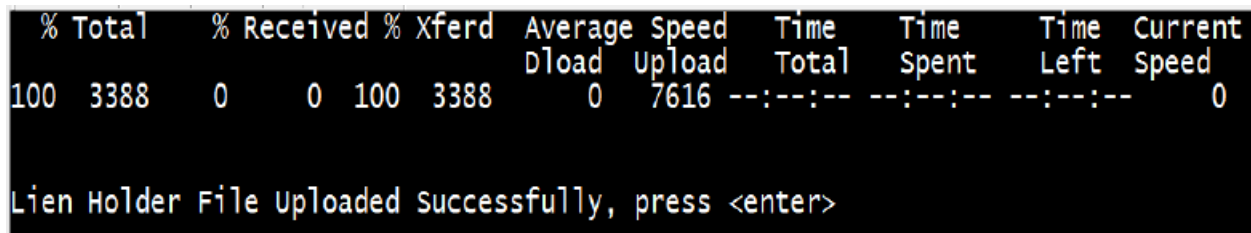
3. Select "F4 Tax Sale Day" and you will see the first record that is up for tax sale.



The Import and Export functions are listed below the "Action Line" and the RED highlighted letters correspond to each function.

**B=Export Lien Holders**, this will create a list of existing lien holders to be sent to Real Auction, We need to send this because we can't have two lien holders with the same Tax ID and an existing lien holder may be bidding at Real Auction. After selecting "B" from the action line you will see the following message

4.



**D=Export Tax Sale Info**, this will create a list of properties with what is owed for each B&L as if you were publishing it in the news paper. After selecting “D” from the action line you will see the following message

```
% Total    % Received % Xferd  Average Speed   Time    Time       Time  Current
   Dload  Upload   Total             Spent    Left      Speed
100 14091    0      0 100 14091      0 32982  --:--:--  --:--:--  --:--:--    0

Results of Tax Sale Uploaded Successfully, press <enter>
```

```
File exported to Real Auction "tax_sale.csv"
press <enter> to continue
```

A copy of the file “tax\_sale.csv” is also placed in your home folder on the tax server and can be opened in a spread sheet.

**I=Import Lien Holders**, this will import from Real Auction the list of all bidders (vendors), it will check the file to make sure it can be read in properly. After selecting “I” from the action line you will see the following messages

```
% Total    % Received % Xferd  Average Speed   Time    Time       Time  Current
   Dload  Upload   Total             Spent    Left      Speed
100   410 100   410    0    0   1191      0  --:--:--  --:--:--  --:--:--    0

Lien Holder File Downloaded Successfully, press <enter>
```

```
Testing lienholder file press <enter> to contunue ...
```

```

R E A D -----
72,"MARTELLA INVESTMENTS","JOSEPH MARTELLA","71 ARTHUR AVENUE","CARTERET, NJ","0
7008 ","20-5898524","347-668-5634"
R E A D -----

Lien holder ID is    32 Longval 72

I M P O R T -----
Name                 : MARTELLA INVESTMENTS
Address              : 71 ARTHUR AVENUE
City and State       : CARTERET, NJ
Zip Code             : 07008
Federal tax id       : 20-5898524
Phone number         : 347-668-5634
I M P O R T -----

Press <enter> to Read in the Lien Holder File or <del> to abort

```

Vendors Imported press <enter>

**W=Import Tax Sale Info**, this will import the the same file that was exported to Real Action, with the inclusion of the lien holder id, interest rate and premium if any. Select "W" from the action line you will see the following messages

```

% Total  % Received % Xferd  Average Speed   Time    Time       Time  Current
          100    966   100    966     0     0    2691      0  --:--:--  --:--:--  --:--:--    0

```

Results of Tax Sale Downloaded Successfully, press <enter>

```

37
ID 12140 12140 WIN: 38,38,9.01,,,1800,3999
Ven -> 39Int ->0.0000 Prem ->1800.00000
Upload Complete, Press <enter>

```

When finished you will see upload complete. Press <enter> and you will be returned to the tax sale day applications main menu and you should see the vendor information now.

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	3.00	0.00	98	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	
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						



5. 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 Real Auction has transferred 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

If your numbers prove we are ready to upload the data in to the tax system.

6. Select U=upload next

Enter the lien holder Lien search Fee enter this as a whole number "40.00" press <enter> (if you don't want to assign a fee enter "0.0").

Enter the lien holder recording Fee enter this as a whole number "12.00" press <enter> (if you don't want to assign a fee enter "0.0").

Enter the Town's Lien search Fee enter this as a whole number "12.00" press <enter> (if you don't want to assign a fee enter "0.0").

Enter the Town's recording Fee enter this as a whole number "8.00" press <enter> (if you don't want to assign a fee enter "0.0").

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

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

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

Answer (Y) to create the certificates in the tax system, (N) will exit with out uploading and ask about posting utility (if you have one).

**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.**

When finished you will see

```
Finished posting Tax, Press Enter to continue ...
```

Answer (N) to posting Utility and run a deposit slip under id "1" in the tax system, when you prove your deposit you can return to the tax sale day application and post the utility here if you are using the four equal installment utility (using the tax system for your utility system). If that is the case repeat the upload procedure entering "0.0" for all the fees and answering "N" to the tax part and "Y" to utility.