

# Assr Data By Name

The program prompts the user for an Owner Name, Last Name first with no punctuation. It then produces a list of all the properties with an owner name that matches the one input by the user in the Assessment system. As of 10/20/17 this report has only been implemented in the Wayne County version of the Tax Claim program.

# Balances By Name

The program prompts the user for an owner name (last name first with no punctuation), a Party of Interest Type (Owner, Lien Creditor, etc.) and Interest Date. The program then produces a list of properties that match on the user entered name and Party of Interest Type with their balances computed through the user entered Interest Date.

# Private Sale List

This report was originally intended to produce lists of properties available for private sale to an interested buyer. For example all of the Repository properties in a particular township. In fact it is much more flexible in that it can be used to produce lists of properties based on any Property Status and other inputs. The program prompts the user for Property Status (this is the only required input), Township/Borough, Development, From Upset Sale and Sort Order (Tax Map or Name). It then creates a report listing the properties that match on the user input criteria. As of 10/20/17 the filter by development is only available in Wayne County and current assessment values and developments only appear in Wayne County. Checking the From Upset Sale box makes it a criteria that the property must be part of this year's Upset Sale and has no flags.

# Flag Report

The program prompts the user for a Property Flag then produces a report with a list of properties and their owners that have been identified with the user selected flag. If the flag has a date that is also included on the report. This report can be useful during a periodic review of property flags to make sure they are still correct.

## Bal. By Year

The program prompts the user whether to Print by District then produces a report listing the current balances for taxes, penalties and costs for County, Township and School. If the user selects Print by District the report is subtotaled by Township/Borough otherwise it is subtotaled by tax year. There is a warning that the report may take a long time to produce because it needs to calculate current values for every unpaid property.

## Balance Summary

The program prompts the user for Report Order (Township or School), District (optional) and whether to print detail then produces a report displaying the current balances for taxes, penalties, interest for County, Township and School as well as costs and Act 319 Interest by property. The report has subtotals based on the user selected Report Order. If the Print Detail box is unchecked then the report displays only the subtotal information without displaying each individual property. There is a warning that the report may take a long time to produce because it needs to calculate current values for every unpaid property.

## Property Maint.

The program prompts the user for Start Date, End Date, Tax Year and Property Status. It then produces a list of changes made in the Assessment Office to property or owner information between the user specified dates for the user specified property status. This report can be useful when preparing for a property sale to make sure current information in the Tax Claim files is up to date. As of 10/20/17 this report is only available in Wayne County.

## Subs & Mergers

The program prompts the user for Start Date, End Date and Property Status. It then produces a list of Subdivisions and Mergers that occurred between the user specified dates for the selected Property Status. This report can be helpful when preparing for a property sale to make sure all information is current. As of 10/20/17 this report is only available in Wayne County.

# Bankrupt Report

This report lists all properties that have their status set to Bankruptcy. If a Bankruptcy record has been created for the property (available on the Property Claim Form) this report also displays the available details of the bankruptcy. This report is useful for the periodic review of properties that have their status set to Bankrupt.

# Tax Map Changes

This report lists properties where the Tax Map Numbers in the Assessment Office and the Tax Claim Office do not match. As of 10/20/17 this report is only available in Wayne County.

# Reminder Letter

The program prompts the user for a Date, and optionally a Township and Starting and Ending Tax Maps. The program then creates a reminder letter for all unflagged properties with a Status of Pre-Upset about their unpaid taxes.

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Last update: **2017/10/20 20:37 UTC**

