Parcels are identified as being part of a Repository Sale by having the Repository Sale Date filled in. This date can be viewed and edited on the Property Claim Form, near the top of the form in the center. If a Tax Claim Office wants to create the documents provided here it can be done for as few as one property by entering the date the property was sold in this field. There is also a Sale Price which is the minimum bid on documents where that is needed.

Pre Sale Dist Notice

This function provides a notice of the repository sale and list of the properties to be sold for the affected taxing bodies. It also produces a Certified Mailing list for the post office. In order to create these documents the program prompts for the Repository Sale Date and Amount of the certification fee. The Repository Sale Date is used to determine which properties appear on the reports and the certification fee is printed on the Certified Mailing list.

Pre Sale Owner Notice

This function provides a notice of the repository sale and list of the properties to be sold for the affected property owners. It also produces a Certified Mailing list for the post office. In order to create these documents the program prompts for the Repository Sale Date and Amount of the certification fee. The Repository Sale Date is used to determine which properties appear on the reports and the certification fee is printed on the Certified Mailing list.

Post Sale Dist Notice

This function creates a notice for each taxing body that had a property sold at the Repository Sale. The program prompts for at Start Date, End Date, Sale Date and optionally a township. Properties will be included on these notices if they meet all of the following conditions. The Sale Date on the Sale record must be between the Start and End dates, there must be at least one Repository Sale receipt dated between the Start and End dates and the property must have a Repository Sale Date that matches the user entered Sale Date. The township entry is optional, if entered the program will be created only for the selected township, if left blank a report will be created for each township where a property was sold. Additionally this process creates text file for each tax collector in the affected districts. The tax collector may use this file in the G&B Tax Collection program to automatically exonerate current year taxes for the properties that have sold.

From:
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