

Upset Personal Service Form

Overview

This form allows you to mark individual owners for Personal Service if they did not sign for their certified mail upset sale notice.

Usage

Check the box next to each individual owner who requires Personal Service. [TODO: how to add personal service fees \(at least in Adams County\)](#)

Personal Service button

Click this button to generate Personal Service requests [TODO: Finish this section](#)

Remarks

To appear on this form, owners must meet the following criteria:

- Property is scheduled for upset sale this year
- Property status is "Pre-Upset"
- Earliest unsettled tax claim is at least two years prior to the current year
- No property flags (e.g., Bankruptcy, Stay of Sale agreement, etc.)
- *Adams & Wayne only:* Owner is not a "Joint" or "Partnership" entity type
- *Wyoming only:* Owner is listed as the primary owner in the Upset file (Sequence equals "1")
- Owner lives within the county, as determined by their mailing ZIP code as follows:
 - Adams:
 - 17222
 - 17301 - 17375
 - Wayne:
 - 18405 - 18473
 - Wyoming:
 - 18414 - 18446
 - 18612 - 18636
 - 18657
 - 18844 - 18846

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