

(date)

(title)

(county)

(address)

(city, state, zip)

To Whom It May Concern:

I am a serious real estate investor, and am interested in purchasing one or more delinquent property liens at your next county tax lien sale.

So that I can be properly prepared for the sale, please provide me with the information on the enclosed form. I have also enclosed a self-addressed stamped envelope for you to use for your response. If you have any type of email notification system, please add my email address below to your distribution list.

Thank you kindly for your assistance, and I look forward to a mutually rewarding relationship in purchasing these liens from your county!

Sincerely,

(name)

(address)

(city, state, zip)

(phone)

(email)

(date)

(title)

(county)

(address)

(city, state, zip)

To Whom It May Concern:

I am a serious real estate investor, and am interested in purchasing one or more properties at your next county tax deed sale.

So that I can be properly prepared for the sale, please provide me with the information on the enclosed form. I have also enclosed a self-addressed stamped envelope for you to use for your response. If you have any type of email notification system, please add my email address below to your distribution list.

Thank you kindly for your assistance, and I look forward to a mutually rewarding relationship in purchasing these from your county!

Sincerely,

(name)

(address)

(city, state, zip)

(phone)

(email)

(date)

(title)

(county)

(address)

(city, state, zip)

To Whom It May Concern:

I am a serious real estate investor, and am interested in purchasing one or more delinquent property liens that you currently have available.

These would be properties that previously went up for sale, but received no bids. Please provide me with a list of these available tax liens, or an online website I can reference to view what is available. I have also enclosed a self-addressed stamped envelope for you to use for your response. Also, if you have any type of email notification system, please add my email address below to your distribution list.

Thank you kindly for your assistance, and I look forward to a mutually rewarding relationship in purchasing these liens from your county!

Sincerely,

(name)

(address)

(city, state, zip)

(phone)

(email)

Tax Sale Information Request

Please provide me with the following information for your tax lien sales:

County or Jurisdiction _____ State _____

When is your next tax auction scheduled? Date(s) _____ Time _____

Do you hold tax sales online? NO YES Website _____

If not, WHERE are your tax sales held? _____

Please list any and all venues used to advertise your auction. Please include scheduled advertising dates: _____

What form of payment do you accept/require at the auction? _____

What are the procedures used for full payment of property liens purchased at your auctions? Do you offer a payment plan, or is payment required in full? _____

What is your procedure for disposing of properties that are NOT sold at the auction? Do you offer them for sale afterwards? _____

What is the name and phone number of the person in charge of disposing of these properties after the auction? _____

How do I go about registering for your auction, and is an advanced deposit required? _____

When are your tax sales typically held and how often? _____

How many people do you typically get at a tax sale? _____

How many tax parcels are typically offered at a sale? _____

Thank you for your time and consideration! I have enclosed a self-addressed stamped envelope for returning this form to me. If a parcel list is available for an upcoming auction, please include that with this form. If you have a mailing list (or email list, please include me on that distribution list. Thanks!

(YOUR NAME)

(YOUR ADDRESS)

(CITY, STATE, ZIP)

(YOUR EMAIL)

Your Name _____ Phone _____

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(YOUR NAME)

(YOUR ADDRESS)

(CITY, STATE, ZIP)

(YOUR EMAIL)

Your Name _____ Phone _____

CURRENT PROPERTY VALUATION WORKSHEET

Property Address: _____

Tax & Appraisal & Replacement Value	
Taxed Assessed Value (as of year _____): <small>*AV x Gross Multiplier</small>	\$ _____
Appraised Value (if known):	\$ _____
Comparable #1: _____ Sale date _____	
\$ _____ +/- \$ _____ Adjusted Value \$ _____	
Comparable #2: _____ Sale date _____	
\$ _____ +/- \$ _____ Adjusted Value \$ _____	
Comparable #3: _____ Sale date _____	
\$ _____ +/- \$ _____ Adjusted Value \$ _____	
Average Comparable Value:	\$ _____
Square Footage _____ Replacement Cost Value:	\$ _____

Value & Offer Reconciliation	
Estimated Retail/Street Value from above:	\$ _____
Less 15-20% profit margin (minimum depending on market):	-
Estimated repair & clean-up costs:	-
Estimated marketing costs :	-
Cost to extinguish liens (senior and junior):	-
Cost for property search, misc. acquisition and closing costs:	-
Holding costs (3 month minimum):	-
Maximum acquisition cost (for equity):	= \$ _____
Total of liens + Equity acquisition = Maximum offer price:	\$ _____

PROPERTY EVALUATION FORM – TAX LIEN

PROPERTY INFORMATION	
Property Address:	
Parcel / Tax ID:	
Legal Description:	
Assessed Value:	Date of Last Assessment:

LIEN INFORMATION	
County/State of Lien:	
Date & Time of Sale:	
Location of Sale:	
Purchase Price: 	Mortgage Amt: Interest Rate:
Original Loan Date: 	Assumable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 1st <input type="checkbox"/> 2nd
Property Type:	<input type="checkbox"/> Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Commercial <input type="checkbox"/> Other
Property Features / Assets:	
AUCTION ID #: 	Minimum Bid: Fees:
	Premium: Costs:
Type of Bidding: 	Other: MAX BID:

POST-BID INFORMATION			
Receipt Number:		Date Filed:	
County Contact:		County:	
Address/Phone:			
Winning Bid Amount:	\$ 	PAID:	\$
Total interest, other costs, and legal fees:	\$ 		
Total needed to redeem:	\$ 		
Mortgage Sale Date:		Redemption Period:	
Investor Desire:	<input type="checkbox"/> Sell <input type="checkbox"/> Keep	Property:	<input type="checkbox"/> Listed <input type="checkbox"/> Abandoned

PROPERTY EVALUATION FORM – TAX DEED

PROPERTY INFORMATION	
Property Address:	
Parcel / Tax ID:	
Legal Description:	
Assessed Value:	Date of Last Assessment:

DEED INFORMATION	
County/State of Lien:	
Date & Time of Sale:	
Location of Sale:	
Est Retail Value: 	Zillow/Realtor : Google Search:
Aerial/Mapping Chk: 	Improved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Type:	<input type="checkbox"/> Residential <input type="checkbox"/> Vacant <input type="checkbox"/> Commercial <input type="checkbox"/> Other
Property Features / Assets:	
Inspection Date:	Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Fire <input type="checkbox"/> Tear Down
AUCTION ID #:	Minimum Bid: Fees:
	Premium: Costs:
Type of Bidding:	Other: MAX BID:

POST-BID INFORMATION	
Receipt Number: 	Date Filed:
County Contact: 	County:
Address/Phone: 	
Winning Bid Amount: \$ 	PAID: \$
Total interest, other costs, and legal fees: \$ 	
Total needed to redeem: 	
NEXT ACTION DATE: 	Redemption Period:
Investor Desire: <input type="checkbox"/> Sell <input type="checkbox"/> Keep	Property: <input type="checkbox"/> Listed <input type="checkbox"/> Abandoned



Exterior Property Checklist

Date of Inspection _____

Property Address: _____

<u>Pre-inspection Items:</u>			
Homeowner:			
Contact Info:			
House Style:	Condo	Townhouse	
	Detached	Semi-Detached	
	Multi Unit	Single Family	
	Co-Op	Other	
Occupancy Type:	Owner	Rental	Vacant
Age of Home:			
Square Footage:			
Lot Size:			
Property Taxes:			
Heat Type:	Gas	Oil	Propane Elect.
Air Conditioning:	Central	Window	None
Sanitary System:	Sewer	Septic tank	
Water Source:	Well	Municipal	
# Bed / # of Bath:			
Style / Stories:			
Finished Basement:		Yes	No
Parking:	Garage	Carport	
	On Street	None	
Fireplace(s):	Gas	Wood	None
Pool:	In ground	Above Ground	
Deck:		Yes	No
Fence:		Yes	No
Notes:			
<u>The Neighborhood</u>			
Neighborhood Style:	Brick	Frame	Mix
Are there many boardups:		Yes	No
Neighborhood Makeup:	Adult	Family	
Neighborhood Listing 1:			
Address:			
Listing Price:			
Neighborhood Listing 2:			
Address:			
Listing Price:			
Neighborhood Listing 3:			
Address:			
Listing Price:			
Public Transportation:		Yes	No
Traffic Volume:	Busy	Moderate	Light
Condition of Street:	Good	Fair	Poor
Near Airport?		Yes	No

Near Train Tracks?	Yes	No	
Near Factories?	Yes	No	
First Impression:	Good	Fair	Poor
Positive Features:			
Negative Features:			
Other Notes:			
<u>Curb Appeal</u>			
Type of Construction:	Brick	Vinyl	
	Wood	Pebbledash	
	Other		
Exterior Colors:			
Exterior Paint Condition:	Good	Fair	Poor
Driveway:	Yes	No	
Condition of Driveway:	Good	Fair	Poor
Garage:	Yes	No	
Condition of Garage:	Good	Fair	Poor
Condition of Yard:	Good	Fair	Poor
Any Large Trees:	Yes	No	
Landscaping:	Yes	No	
Roof Condition:	Good	Fair	Poor
Number of Windows:			
Type of Windows:			
Outside Lighting:			
Direction Facing:			
Front Door Condition:	Good	Fair	Poor
Notes:			



Interior Property Checklist

Date of Inspection _____

Property Address: _____

Homeowner:

Contact Info:

Inside the Home

Smell	Clean	Musty	Air Freshener
Cleanliness:	Good	Fair	Poor
Kitchen impression:	Good	Fair	Poor
Floor Type:			
Floor Condition:	Good	Fair	Poor
Cabinetry:	Good	Fair	Poor
Countertops:	Good	Fair	Poor
Appliances (if included)	Good	Fair	Poor
Sink Hardware:	Good	Fair	Poor
Lighting Fixtures:	Good	Fair	Poor
Ceiling condition:	Good	Fair	Poor

Kitchen Notes:

Bathroom Impression:	Good	Fair	Poor
Floor Type:			
Floor Condition:	Good	Fair	Poor
Cabinetry:	Good	Fair	Poor
Sink Hardware:	Good	Fair	Poor
Tub/Shower Hardware:	Good	Fair	Poor
Lighting fixtures:	Good	Fair	Poor
Ceiling Condition:	Good	Fair	Poor

Bathroom Notes:

Bedrooms

Bedroom 1

Condition:	Good	Fair	Poor
Size:			
Closet size:			
Number of Windows:			
Number of Outlets:			
Floor Type:			
Floor Condition:	Good	Fair	Poor

Bedroom 1 Notes:

Bedroom 2

Condition:	Good	Fair	Poor
Size:			
Closet size:			
Number of Windows:			
Number of Outlets:			
Floor Type:			
Floor Condition:	Good	Fair	Poor

Bedroom 2 Notes:

Bedroom 3

Condition:	Good	Fair	Poor
Size:			
Closet size:			
Number of Windows:			
Number of Outlets:			
Floor Type:			
Floor Condition:	Good	Fair	Poor

Bedroom 3 Notes:

Important Things to Check

Inside:

Doors & Windows:	Good	Fair	Poor
Pipes (Plumbing):	Good	Fair	Poor
Mold or Water Damage:	Yes	No	
Laundry Hookup:	Yes	No	
Signs of Insects or Mice:	Yes	No	
Smoke Detectors:	Yes	No	
Standing Water:	Yes	No	
Overall Floor Plan/Access	Good	Fair	Poor
Crawl Space	Good	Fair	Poor
Insulation	Good	Fair	Poor
Furnace	Good	Fair	Poor
Water Heater	Good	Fair	Poor
Living Room / Family Rm	Good	Fair	Poor

Overall Impression of Home:

Sample County Tax Lien Phone Script

This is a sample script that can be used during your communication with the county regarding tax lien sales. When you speak with them, be ready to take notes!

WHEN YOU CALL:

COUNTY: Hello, can I help you?

YOU: Hi! This is (your name), can I please speak to the person in charge of your delinquent property tax liens?

COUNTY: Yes, this is (their name), and I am responsible for delinquent taxes.

YOU: Yes, I am interested in purchasing tax liens there in (county name), and wondering if you could tell me when is the next scheduled auction for tax liens?

COUNTY: The next date is _____

YOU: Do you have a website where the properties available are listed? (yes or no)

YOU: Can you please tell me what the registration requirements are? (note details)

YOU: Do you have a mailing list or email distribution list that I could receive more information? (note details and provide your email address)

YOU: Can you tell me – what happens to the properties that do not sell at the auction – do you still offer them for sale? (note details)

YOU: Thank you for your time and information, would it be alright if I called you back with any questions I might have? Great – can I get your name again and direct dial number? (note details)

Get as much information as you can – **WITHOUT** being a pest or obnoxious! If the information is available online, don't make them repeat it all to you. On the other hand, you are looking to make a valuable contact there at the county. Make sure you are polite, friendly, and sound professional – that will get you more information than you'll ever know, AND you'll make somebody smile at the end of the conversation. A true win-win!

Sample County Tax Deed Phone Script

This is a sample script that can be used during your communication with the county regarding tax deed sales. When you speak with them, be ready to take notes!

WHEN YOU CALL:

COUNTY: Hello, can I help you?

YOU: Hi! This is (your name), can I please speak to the person in charge of your tax deed sales or property disposition department?

COUNTY: Yes, this is (their name), and I am responsible for the tax deed sale.

YOU: Yes, I am interested in purchasing tax deeds there in (county name), and wondering if you could tell me when is the next scheduled auction for these properties?

COUNTY: The next date is _____

YOU: Do you have a website where the properties available are listed? (yes or no)

YOU: Can you please tell me what the registration requirements are? (note details)

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