

Information About Each Property

Please provide the following information for each property that you are going to send to Realtax for tax registration:

1. Please photocopy the page from the last returned assessment roll showing the property that we will be dealing with.
2. Write on the page the amount of taxes, penalty and interest that was owed as of December 31st of the prior year (i.e. in 2011, it would be the amount owing as of December 31st, 2010). We don't need a breakdown of these amounts, just the total.
3. Print a page from your computer showing the name and mailing address of the assessed owners. *The information in your computer may occasionally be different from that shown in the assessment roll book. We need to have all of this information.*
4. Copy the assessment map showing the property. We don't need a full-sized assessment map, just something on letter-size or legal-size paper showing the land in question and the adjoining lands.
5. Add Realtax's initial fee onto the property's realty tax account as soon as you send us the work, as we will get started right away. Please [contact Realtax](#) to obtain our complete fee schedule

Before you send us properties for tax registration, we strongly recommend that you advise the property owners in writing that substantial costs are going to be added on to their accounts.