



There were changes added to the **ADMINS Unified Community (AUC)** for Windows **TAX TITLE** system for December 2024, including new letters and reports.

**New Pre-Taking Intent to Advertise Letter:** A new letter has been introduced for taxpayers with unpaid bills at risk of property seizure, requiring specific fields and offering the option to attach copies to taxpayer records.

**Tax Title Audit Report Enhancement:** A new Tax Title Audit Report #11500 addresses discrepancies in tax balances due to historical posting errors. Users are advised to run this report and contact support if discrepancies are found.

**Final Notice and Instrument of Taking:** Enhanced with a more formal and professional format.

### Contents

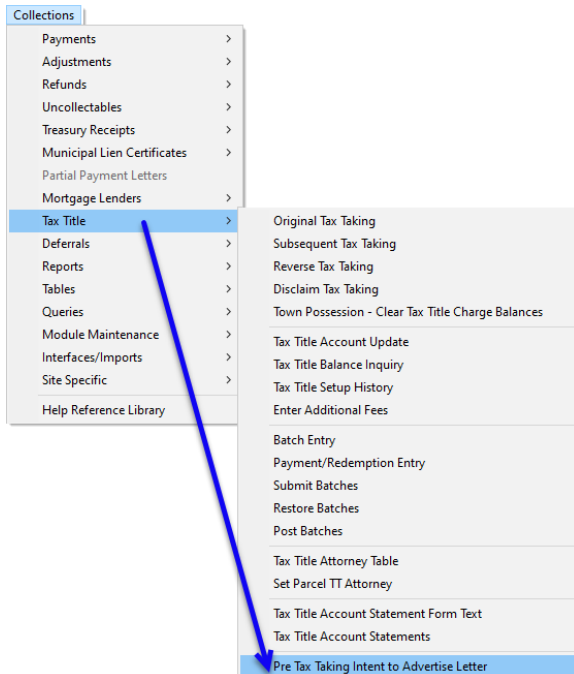
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# 1 Pre-Tax Taking Intent to Advertise Letter

ADMINS offers a new optional letter for taxpayers with unpaid bills at risk of property seizure. This can be sent after demands and before starting the tax taking process. To create these letters, select from the menu:

**Collections ► Tax Title ► Pre-Tax Taking Intent to Advertise Letter**



**Task 5961: Pre Tax Taking Intent to Advertise Letter**

**Pre Tax Taking Intent to Advertise Letters**  
Will include any Bill in the Year selected that has a balance of the minimum amount. Even if no demands have been issued for that Bill.

Required: Enter Bill Year

Required: Enter Tax Taking Date

Required: Enter As of date

Enter Minimum Balance Due to select \$x (1.00)

Attach Pre Tax Taking Letter to Bill ☒ Yes ☐ No


All fields are required; the Bill Year, the Tax Taking Date, the As of Date, and the minimum balance due. Select the ☒ Yes radio button to attach a copy of the letters to the taxpayer record.



It will select any bill with a minimum due balance, while tax title selects only bills with issued demands. This means more letters could be issued than for the original or subsequent tax taking.



The letter is suitable for mailing in a standard #10 window envelope and will look like this:

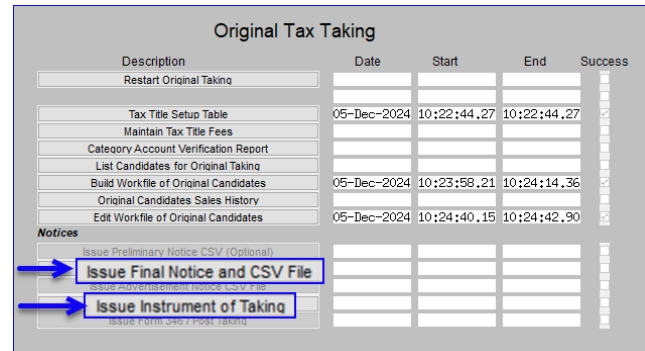
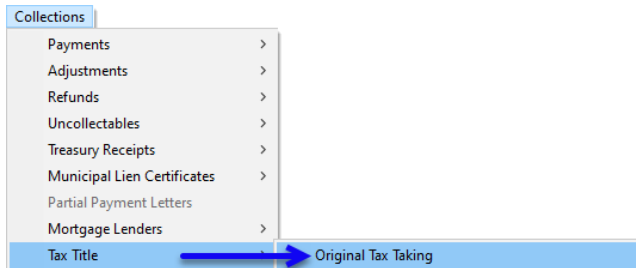
	<b>THE COMMONWEALTH OF MASSACHUSETTS</b> Town of Admins OFFICE OF THE COLLECTOR OF TAXES INTENT TO ADVERTISE Chris Collect, Treasurer/Collector 219 Lewis Wharf Boston MA02001 Phone Number: 617.494.5100 Office Hours: MON - TH 8:30-4:30 PM: FRI 8:30AM - 1:00PM					
GRA 36 G HOF						
Re: Property Located at: [REDACTED] Parcel Identification Reference: 0002-0002-0001						
You have been previously notified that you owe outstanding real estate taxes for prior fiscal years. The Town will begin the legal process of recording a lien against your property at the County Registry of Deeds.						
If these outstanding balances are not paid, the Collector shall give notice by publication of the time and place of the tax taking for your land/or buildings in the newspaper and shall post similar notices at the Town Hall and Post Office on or about December 31, 2024.						
This advertisement of your tax delinquency shall result in a recorded lien against your property if full payment is not received. Additional charges shall be added to your account at that time.						
The balance on this statement reflects all payments received. BANK CHECKS AND CASH will be the only means of payment. Send one copy of this notice with payment to Town to avoid any further action.						
<i>The balances reflected below are calculated through December 06, 2024</i>						
<b>Levy</b> 2024	<b>Account</b> 007533-00	<b>Tax</b> 6,692.11	<b>Liens/Betterments</b> 0.00	<b>Interest</b> 795.21	<b>Fees</b> 0.00	<b>Total</b> 7,487.32
		6,692.11	0.00	795.21	0.00	7,487.32
<hr/> Chris Collect, Treasurer/Collector						

[ADM-AUC-RC-8681]



## 2 Format Changes for Final Notice & Instrument of Taking

ADMINS now generates the Tax Taking Final Notice and the Instrument of Taking in a more polished and professional format. To view these documents, execute the Tax Taking Original Taking process.



New format for Final Notice (suitable for mailing in a #10 window envelope):

Instrument of Taking

**ADMINS** Town of Admins  
219 Lewis Wharf  
Boston, MA 02001

**FINAL NOTICE**  
20-Dec-2024

Assessed Owner: [Redacted]

Final notice is hereby given of delinquent and outstanding 2023 real estate taxes due to the Town of Admins on property that, according to our records, is in your name. Below is the property and taxes due plus interest and other charges.

Parcel: [Redacted]  
Location: [Redacted]  
Bill#: 002210-00  
Year: 2023

Real Estate Tax	4,390.02
Lien	0.00
Bellevue	0.00
Prior Interest	3.52
Prior Payments	(4,356.17)
Interest	8.59 through 20-Dec-2024
Fees	106.00
<b>Total Due</b>	<b>151.96</b>

This amount is figured as of 20-Dec-2024. Accordingly, I herewith make demand upon you for the full payment of the above mentioned taxes, liens, betterments, interest, and other charges that must be paid to my office by 20-Dec-2024 such payment to be made by CASH or CERTIFIED CHECK only.

If you fail to make full payment, I will advertise the Town's intent to take said property by Tax Title

Chris Collet, Treasurer/Collector  
Phone Number: 617.494.5100  
Email: support@admins.com

State Tax Form 301  
**ADMINS** COMMONWEALTH OF MASSACHUSETTS  
Town of Admins  
Office of the Collector of Taxes  
219 Lewis Wharf  
Boston, MA 02001

**INSTRUMENT OF TAKING**

I, Chris Collet for the City/Town of Town of Admins acting under General Laws Chapter 60, Sections 53 and 54, hereby take for the city/town the real property described below:

**DESCRIPTION OF PROPERTY**  
(The description must be sufficiently accurate to identify the property and must agree with the notice of taking. In the case of registered land, the Certificate of Title Number and the Registration Volume and Page must be given.)

Property: Land and Building(s) containing 10,019 Sq.Ft. (more or less)  
Location: [Redacted]  
Parcel: [Redacted]  
Registry: [Redacted]  
Land Court: [Redacted]

This land is taken because taxes, as defined in Chapter 60, Section 43, assessed on the property to Owner of Record BUNNELL MARKE & LORRAINE for the fiscal year 2023 were not paid within 14 days after a demand for payment was made on BUNNELL MARKE & LORRAINE on July 14, 2023. After notice of intention to take the land was given as required by law, they remain unpaid along with interest and incidental expenses and costs to the date of taking as follows:

Fiscal Year 2023 Taxes Remaining Unpaid	\$37.37
Interest to Date of Taking	\$8.59
Incidental Expenses and Costs to Date of Taking	\$106.00
<b>Total for which Land is Taken</b>	<b>\$151.96</b>

Executed as a sealed instrument on December 25, 2024

Signature of Collector of Taxes  
Chris Collet

THE COMMONWEALTH OF MASSACHUSETTS  
Norfolk, ss. December 25, 2024

On this December 25, 2024, before me, the undersigned notary public, personally appeared Chris Collet, proved to me through satisfactory evidence of identification, which were

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as Collector of Taxes for the City/Town of Town of Admins.

My commission expires \_\_\_\_\_ Notary Public - Justice of the Peace

\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock and \_\_\_\_\_ minutes \_\_\_\_\_ M.

Received and entered with \_\_\_\_\_ Registry of Deeds,  
Book \_\_\_\_\_ Page \_\_\_\_\_ Document No \_\_\_\_\_ Certificate of Title No \_\_\_\_\_

Attest: \_\_\_\_\_

[ADM-AUC-RC-8680]

[ADM-AUC-RC-8683]



### 3 Report #11500 Tax Title Audit Report [Enhancement]

A customer reported that the Tax Title Report as of a Date Report showed an outstanding tax balance for a parcel, but the tax title balance inquiry showed “No Balance Due”. ADMINS investigated and found a six-year-old posting error due to triplicate entries. The data has been corrected, and any remaining discrepancies are now displayed in a new Tax Title Audit Report #11500.

The screenshot shows a Tax Title Report and a Tax Title Balance Inquiry screen. The report lists parcels with their respective charges, payments, and balances. The Tax Title Balance Inquiry screen shows the balance for a specific parcel, which is "No Balance Due".

Parcel#	Owner Name	Location	Charges	Payments	Adjustments	Refunds	Balance	Accru
Parcel# 0004-0014-000		507 HARTFORD AV	30394.92	6000.00			29394.92	4
Parcel# 0004-0003-000		507 HARTFORD AV	3079.35				3079.35	5
Parcel# 0004-0007-000		456 HARTFORD AV	1772.15	447.41			1124.78	1
Parcel# 0004-0020-000		507 HARTFORD AV	2149.71				2149.71	1
Parcel# 0007-0002-000							1715.53	1
Parcel# 0007-0009-000							12513.64	2
Parcel# 0009-0002-001							4204.14	4
Parcel# 0009-0002-000							4240.49	1
Parcel# 0009-0110-000							427.43	3
Parcel# 0010-0010-110							1451.73	1
Parcel# 0014-0002-000							756.25	2
Parcel# 0014-0046-000							2703.00	4
Parcel# 0014-0135-000							17025.66	4
Parcel# 0014-0150-000							4190.10	2
Parcel# 0014-0154-000							2801.66	1
Parcel# 0014-0012-000		11 FLOODSTONE LN	2801.66				2801.66	1
Parcel# 0014-0014-000		114 GROVE ST	1913.59				1913.59	1
Parcel# 0014-0014-000		70 PARK ST	4914.43				4914.43	1
Parcel# 0014-0056-000		6 ARROWHEAD RD	3048.87				3048.87	1
Parcel# 0014-0062-000		30 ARROWHEAD RD	371.42				371.42	1
Parcel# 0014-0040-000		55 PARK ST	5523.41				5523.41	1
Parcel# 0020-0023-000		507 HARTFORD AV	1491.00				1491.00	1
Parcel# 0020-0023-000		507 HARTFORD AV	2847.86				2847.86	1

Balance As Of 21-Nov-2024

Parcel#	Balance
Parcel# 0004-0014-000	33775.56
Parcel# 0004-0003-000	8754.57
Parcel# 0004-0007-000	5386.59
Parcel# 0004-0020-000	1548.31
Parcel# 0007-0002-000	15347.71
Parcel# 0007-0009-000	4976.70
Parcel# 0009-0002-001	5225.96
Parcel# 0009-0002-000	915.91
Parcel# 0009-0110-000	2263.57
Parcel# 0010-0010-110	388.54
Parcel# 0014-0002-000	811.44
Parcel# 0014-0046-000	4017.10
Parcel# 0014-0135-000	4917.10
Parcel# 0014-0150-000	214.10

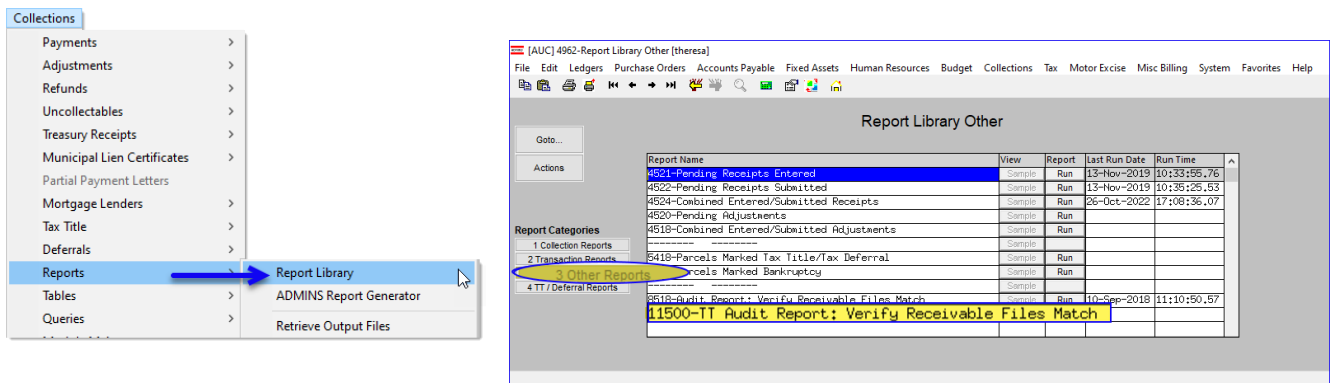
The image illustrates an example of the report showing one balance as of a date and the inquiry screen reporting something different.

Figure 1 The report and the screen did not show the same balance for a particular parcel

If such a discrepancy is noticed, run report #11500. Send the report to [support@admins.com](mailto:support@admins.com) to ask us to investigate and resolve the issue.

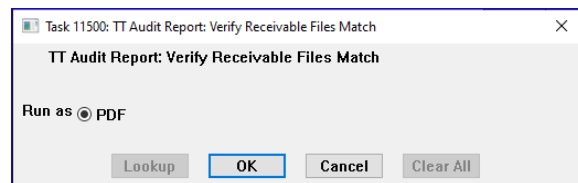
To run the report from the menu, select:

**Collections ► Reports ► [3 Other Reports] ► #11500 TT Audit Report: Verify Receivable Files Match**



Select the report and click on the **Run** button.

The report is available to run as PDF. Click on **OK**.





This report is available to all users of the Tax Title module. If the report is not blank, send the report to [support@admins.com](mailto:support@admins.com) and ask us to assist.

11500-TTREP:TTBALAUD1.REP Printed 26-Sep-2024 Page 1

**TT Audit Report: Verify Receivable Files Match**

Bill Type	Bill Year	Bill#	File	Chg Amt	Ref Amt	Ded Amt	Pay Amt	Abt Amt	Bal Amt
70	2019	004078-00	R-RCRTRNHIS	2077.68			2047.68		
			R-RCBILDETMST	2047.68			2047.68		
			R-RCBILONEMST	2047.68			2047.68		
			T-RCBILDETMST						4285.57
			T-RCBILONEMST						4285.57
			T-TRACCHOR						4285.57
Parcel 0064	-0005	-0000							
70	2020	005571-00	R-RCRTRNHIS	494.49	-494.49				
			R-RCBILDETMST	494.49	-494.49				
			R-RCBILONEMST						

Selection Legend:  
Bill Type 70-Tax Title for ALL YEARS  
R-RC Collection Files comparison (compare RCRTRNHIS to RCBILONEMST and RCBILDETMST)  
T-TT and RC Comparison (compare RCRTRNHIS to TRACCHOR, RCBILONEMST and RCBILDETMST)

The RCRTRNHIS file is \$30 more than the detail files.

The RCBILONEMST file is \$0 and does not match the transaction history and detail files.

[ADM-AUC-TT-3901]

## 4 Email Notice to Users of Intent to Suspend an Account

Users are inactivated if they have not logged in before their expiration date.

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be "suspended" or "marked inactive" on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

The notification is sent if there is an email address present on the User Profile screen:

[AUC] 3-User Profile Screen

File Edit Ladders Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

User Profile Screen

Entered 07-Sep-2009 MUPDEV1  
Changed 11-Nov-2024 THEPSS  
Last Login 09-Dec-2024 08:40:22.80 Live

Last Login 09-Dec-2024 08:40:22.80 Live

This user account is currently active.

Security Level 99 Admins Support  
Dept Group HIGH SCHOOL HIGH SCHOOL  
Menu Group SYSTEM Default Menu For System Administrator Override Username Restrictions No Yes  
Account Security Yes No Allow access to GL Accounts  
Cashier ID JC  
Job Title Payroll Staff Phone# (617) 494-5100 Extension  
Start Screen P3 Users Favorite Selection

Receive Approval Email Yes No  
Email Address theresa@admins.com  
Background Color LIGHT GRAY - DEFAULT COLOR Reset Default Color Yes No

8 Add User 9 Change Password 0 Menu Listing for User

Two emails are sent to allow for users on vacation, etc., to have time to respond. Log in before the expiration date to prevent the suspension.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.

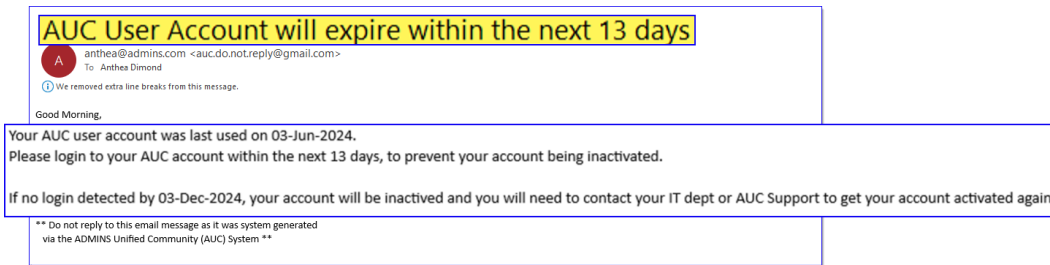


Figure 2 Email example sent two weeks before the username expiration date

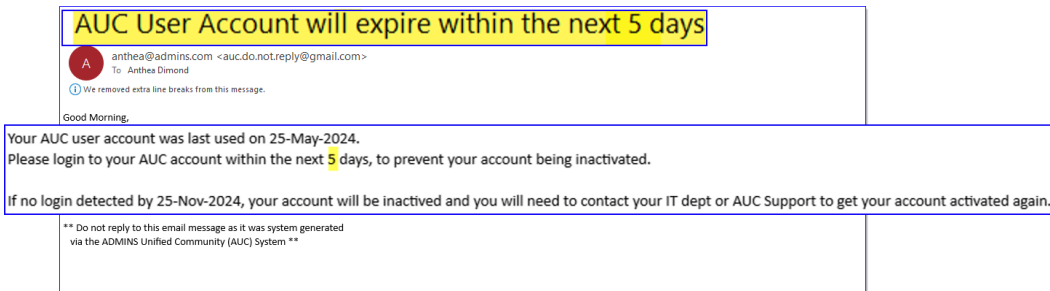


Figure 3 Email example sent the following week

[ADM-AUC-SY-8356]

## 5 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

### 5.1 New Content on ADMINS.com

[User Account Security Inquiry Screen](#) (2:38)

[New]