



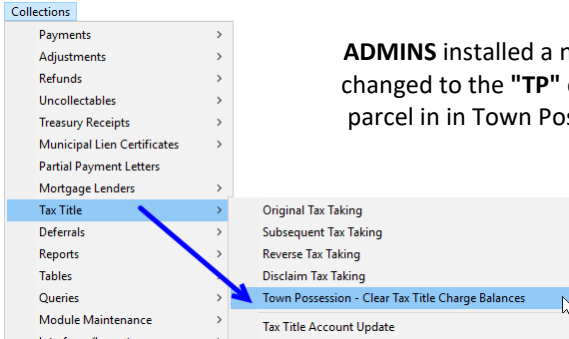
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **TAX TITLE** system.

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# 1 Town Possession



ADMINS installed a new feature with the software update. The code on a Parcel can be changed to the "TP" code when clearing the Tax Title Charge Balances to signify that the parcel is in Town Possession.

Enter the **Parcel #**, **Transaction Date**, and the **Tax Title Code** – all fields are required. Valid fields are shown below; if the town is taking possession, change the code to TP. To leave the code as is, enter the original tax title code.

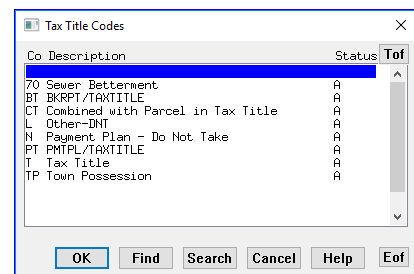
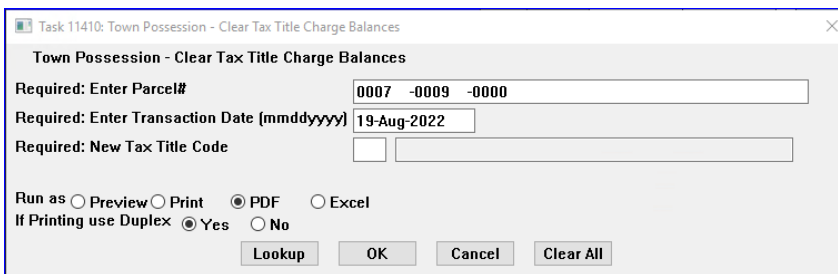


Figure 1 Prompt requires a Tax Title Code

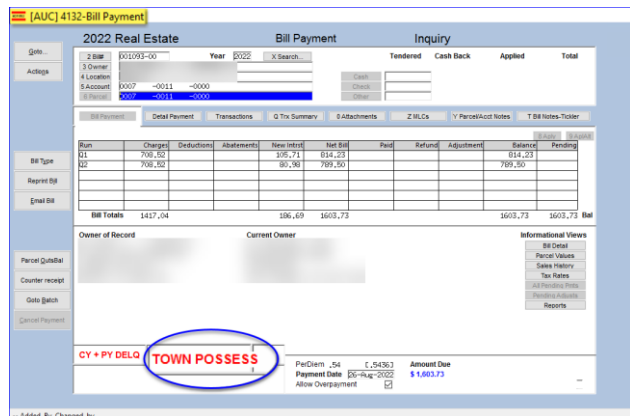
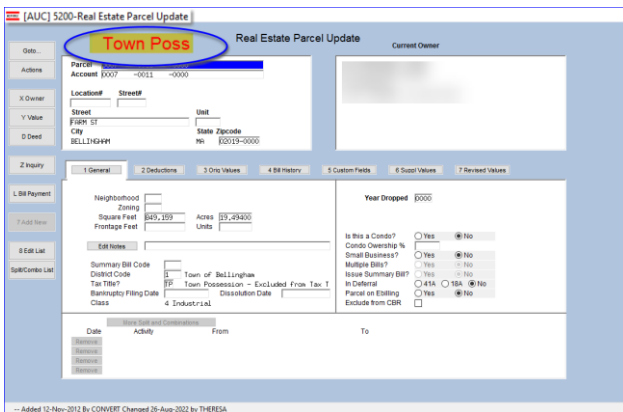


Figure 2 Real Estate Parcel Update screen and the Real Estate Bill Payment Inquiry Screen show "Town Possession"

Once the Tax Title Charge Balances are cleared, and the tax title code set to TP, the inquiry and update screens will be stamped "Town Possession."

[BLG-SUP-SAPLAUC-1460]

# 2 Tax Title Account Statements [Fix]

The Category / Description text was truncated on the Tax Title Account Statements, so the fee descriptions were cut off. ADMINS corrected this with the software update. To produce Tax Title Account Statements, from the menu, select:



Collections ▶ Tax Title ▶ Tax Title Account Statements

Tax Title Account Statements				
Description	Date	Start	End	Success
Restart Process	22-Aug-2022	09:36:32,84	09:36:32,84	<input type="checkbox"/>
Tax Title Account Statement Form Text	25-Aug-2022	15:07:46,44	15:07:46,44	<input type="checkbox"/>
Select Parcels with Outstanding Balances	26-Aug-2022	13:16:16,78	13:16:26,74	<input type="checkbox"/>
Edit Work File	26-Aug-2022	13:46:24,39	13:46:25,31	<input type="checkbox"/>
Account Statement Edit List	26-Aug-2022	13:47:01,83	13:47:01,83	<input type="checkbox"/>
Print Account Statements	26-Aug-2022	13:47:23,79	13:47:48,96	<input type="checkbox"/>
Attach Account Statements				<input type="checkbox"/>

Or, to produce a statement for a single account, from the menu, select:

Collections ▶ Tax Title ▶ Tax Title Balance Inquiry ▶ [Acct Statement]

Year	Bill #	Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance
2019	006768-00	Tax	1,848.37	0.00	0.00	0.00	0.00	1,848.37
2019	006768-00	Advertising Fee	32.75	0.00	0.00	0.00	0.00	32.75
2019	006768-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00
2019	006768-00	Advertising Prep Fee	10.00	0.00	0.00	0.00	0.00	10.00
2019	006768-00	Instrument of Taking Prep I	106.00	0.00	0.00	0.00	0.00	106.00
2019	006768-00	Tax Interest	257.14	0.00	0.00	0.00	0.00	257.14
2020	006768-00	Tax	1,510.92	0.00	0.00	0.00	0.00	1,510.92
2020	006768-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00
2020	006768-00	Tax Interest	193.38	0.00	0.00	0.00	0.00	193.38
2020	006768-00	Legal Fees	111.00	0.00	0.00	0.00	0.00	111.00

Figure 3 Before—long descriptions were truncated

Year	Bill #	Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance
2019	006768-00	Tax	1,848.37	0.00	0.00	0.00	0.00	1,848.37
2019	006768-00	Advertising Fee	32.75	0.00	0.00	0.00	0.00	32.75
2019	006768-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00
2019	006768-00	Advertising Prep Fee	10.00	0.00	0.00	0.00	0.00	10.00
2019	006768-00	Instrument of Taking Prep Fee	106.00	0.00	0.00	0.00	0.00	106.00
2019	006768-00	Tax Interest	257.14	0.00	0.00	0.00	0.00	257.14
2020	006768-00	Tax	1,510.92	0.00	0.00	0.00	0.00	1,510.92
2020	006768-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00
2020	006768-00	Tax Interest	193.38	0.00	0.00	0.00	0.00	193.38
2020	006768-00	Legal Fees	111.00	0.00	0.00	0.00	0.00	111.00

Figure 4 After – Now the longer lines will wrap instead of being truncated

[ADM-AUC-TT -3890]

## 2.1 Certificate of Redemption Fees [Enhancement]

Task 11427: Print Account Statements

Print Account Statements

Required: Calculate Interest Thru [mmddyyyy]

**Include Redemption Fee on Statement**  Yes  No

Lookup OK Cancel Clear All

ADMINS added the option to include the redemption fee as a **\*\*\*note** to the statement so that the amount required to fully pay off this account is listed.

Adding the fee here does not add it to the parcel record. If the parcel already has a redemption fee applied for that bill year – it will not add it again.

Figure 5 New option for printing a redemption fee on the statement



The Certificate of Redemption fee for the highest bill year taken for that parcel will be added to the form if a Certificate of Redemption fee does not already exist for that parcel. When added to the statement, it will include a \*\*\* suffix to alert users that this fee has not been applied to the parcel but added only to the statement.

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Year	Bill #	Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance	
2020	002163-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00	
2020	002163-00	Tax Interest	856.53	0.00	0.00	0.00	0.00	856.53	
2021	002163-00	Tax	6,511.47	0.00	0.00	0.00	0.00	6,511.47	
2021	002163-00	Water Lien	786.37	0.00	0.00	0.00	0.00	786.37	
2021	002163-00	Water Committed Interest	110.10	0.00	0.00	0.00	0.00	110.10	
2021	002163-00	Trash Lien	475.00	0.00	0.00	0.00	0.00	475.00	
2021	002163-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00	
2021	002163-00	Tax Interest	245.50	0.00	0.00	0.00	0.00	245.50	
2021	002163-00	Certificate of Redemption ***	106.00	0.00	0.00	0.00	0.00	106.00	
								<b>Balance Due</b>	33,249.71
								<b>New Interest</b>	13,076.61
								<b>Total Amount Due</b>	46,326.32

This calculation is through 31-Aug-2022.  
The per diem charge on this tax due is 14.37.

If your tax title account is in litigation, additional interest and fees may be owed, including redemption fees.

Figure 6 Tax Title Account Statement printed with the Certificate of Redemption set to  Yes

This parcel already had the redemption fee applied to the highest bill year, so it was not added again and the \*\*\* is not suffixed on the description.

The amount necessary to redeem the property known as PARCEL [redacted] with an address of [redacted] in the Town of Admins is as follows:

Year	Bill #	Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance	
2020	001007-00	Tax	1,391.14	0.00	0.00	0.00	0.00	1,391.14	
2020	001007-00	Advertising Fee	20.00	0.00	0.00	0.00	0.00	20.00	
2020	001007-00	Demand	5.00	0.00	0.00	0.00	0.00	5.00	
2020	001007-00	Advertising Prep Fee	10.00	0.00	0.00	0.00	0.00	10.00	
2020	001007-00	Instrument of Taking Prep Fee	10.00	0.00	0.00	0.00	0.00	10.00	
2020	001007-00	Instrument of Taking Recording Fee	76.00	0.00	0.00	0.00	0.00	76.00	
2020	001007-00	Tax Interest	215.42	0.00	0.00	0.00	0.00	215.42	
2020	001007-00	Legal Fees	230.00	0.00	0.00	0.00	0.00	230.00	
2020	001007-00	Certificate of Redemption	106.00	0.00	0.00	0.00	0.00	106.00	
								<b>Balance Due</b>	1,848.14
								<b>New Interest</b>	215.42
								<b>Total Amount Due</b>	2,063.56

This calculation is through 22-Aug-2022.  
The per diem charge on this tax due is 0.66.

If your tax title account is in litigation, additional interest and fees may be owed, including redemption fees.

Figure 7 Tax Title Account Statement printed with the Certificate of Redemption previously applied on the parcel

[ADM-AUC-TT-3889]

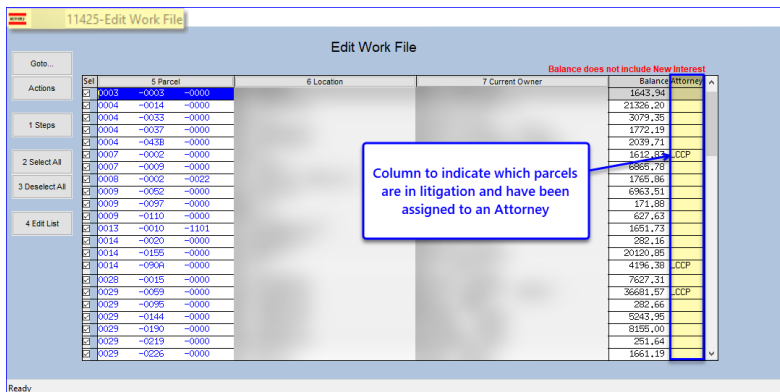
## 2.2 Owner Address on the Printed Account Statements [Fix]

There was an error in the state and zip code for the mailing address. This was corrected.

[BLG-SUP-SAPLAUC-1460]



## 2.3 Edit Work File Screen [Enhancement]



ADMINS added an Attorney column to the Edit Work File screen to identify parcels that are in litigation and have been assigned to an attorney. The Tax Title Attorney bank code will be shown in the column.

The Tax Title Attorney codes are set in the:

**Collections ▶ Tax Title ▶ TT Attorney Table**

Tax Title parcels in litigation are assigned attorneys in the:

**Collections ▶ Tax Title ▶ Set Parcel TT Attorney Screen**

[BLG-SUP-SAPLAUC-1460]

## 2.4 Edit List [Enhancement]

The edit list includes the new attorney column.



[BLG-SUP-SAPLAUC-1460]

# 3 Help Reference Library

ADMINS added the following new or updated documents to the Help Reference Library and content to [ADMINS.com](https://www.admins.com).

## 3.1 New or Updated Documents

Tax Title	<a href="#">RC-460 Town Possession</a>	[Updated]
	<a href="#">RC-480 Tax Title Account Statements</a>	[Updated]

## 3.2 New or Updated Content on ADMINS.com

<a href="#">Introduction to AUC</a> [7:00]	[New]
<a href="#">Quick Task Selection</a> [2:11]	[New]
<a href="#">Reprinting Reports</a> [4:40]	[Updated]
<a href="#">Optimizing the PDF® Viewer</a> [3:37]	[New]