

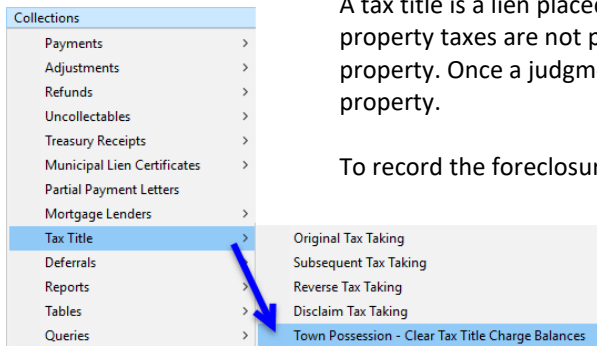


TAX TITLE

RC-460 Town Possession of Foreclosed Property

TABLE OF CONTENTS

1.	RUN THE TOWN POSSESSION – CLEAR TAX TITLE CHARGE BALANCES PROCESS.....	2
1.1	Review the Edit List for Accuracy.....	2
1.1.1	Edit List Column Descriptions.....	3
1.2	Review the GL Posting Report	3
1.3	Post to General Ledger	4
1.3.1	Drill Down on the Details via the [Lines] Button	4
1.3.2	Run the Print Unposted Transactions to Review the Details.....	4
1.3.3	General Ledger Transaction Code “TT10”	5
1.4	Impact on the Tax Title History Inquiry.....	6
1.4.1	Form 410	6
1.5	Real Estate Parcel Update & Bill Payment Query Screens	7



A tax title is a lien placed on property to enforce the collection of property taxes. If the property taxes are not paid, the municipality may file to foreclose and take possession of the property. Once a judgment of foreclosure is issued, the municipality takes ownership of the property.

To record the foreclosure and transfer of possession to the municipality, **ADMINS** has a process on the **Collections** menu. The process clears the tax title charge balances.



1. Run the Town Possession – Clear Tax Title Charge Balances Process

The intent of the process is to clear the tax title balances from the collections records and create general ledger transactions to credit the receivable account and debit the deferred revenue account.

The system will prompt for the required **Parcel #**, **Transaction Date**, and **Tax Title code**. Entering a parcel # will display the lookup which shows the Parcel # and Location. Click on **[OK]** in the lookup, then enter the **date**, the **tax title code**, and select the **Run As** option.

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. From the menu, begin by selecting:

Collections ▶ Tax Title ▶ Town Possession – Clear Tax Title Balances

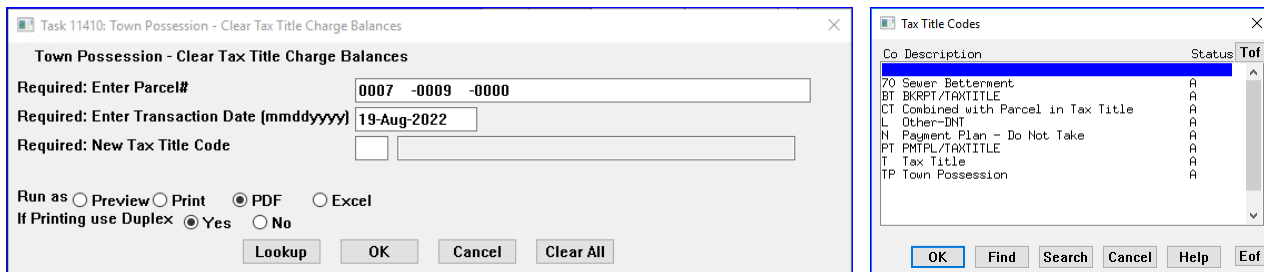
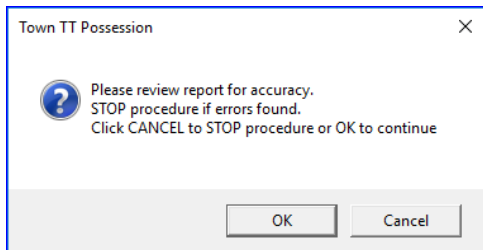


Figure 1 Prompt requires a Tax Title Code

1.1 Review the Edit List for Accuracy



The system displays a report, with directions to review the report for accuracy. Click **[OK]** to continue after reviewing the report. Click **[Cancel]** if the report does not accurately portray what is to be taken.

11412-TTPOSTAKLST.REP Printed 26-Aug-2022 at 12:13:21 by THERESA City of ADMINS Page 1
Town TT Possession Edit List

List of Amounts To Town Possession
Parcel 0007 -0009 -0000
Location 167 FARM ST

Change Tax Title Code: TP

Bill Number	Year	Category	Charge	Pmt/Ref	Deductions	To Town	Balance	Post to GL
001091-00	2021	01 Tax	4,657.91			-4,657.91		Will Post to GL
001091-00	2021	33 Demand	5.00			-5.00		Will Post to GL
001091-00	2021	40 Tax Interest						
001091-00	2020	01 Tax	1,226.00			-1,226.00		Will Post to GL
001091-00	2020	05 Water Lien	197.59			-197.59		Will Post to GL
001091-00	2020	09 Trash Lien	142.50			-142.50		Will Post to GL
001091-00	2020	30 Advertising Fee	20.00			-20.00		Will Post to GL
001091-00	2020	33 Demand	5.00			-5.00		Will Post to GL
001091-00	2020	34 Advertising Prep Fee	10.00			-10.00		Will Post to GL
001091-00	2020	35 Instrument of Taking Prep Fee	10.00			-10.00		Will Post to GL
001091-00	2020	36 Instrument of Taking Recordin	76.00			-76.00		Will Post to GL
001091-00	2020	40 Tax Interest						
*** Total *** Records: 12			6,350.00			-6,350.00		
Post to GL Amount:						-6,350.00		
Not posted to GL Amount:								

Figure 2 The PDF® version of the Town Tax Title Possession Edit List



Only the dollar amounts that were originally booked to Accounts Receivable (that are marked in the bill category table to post) will be included in the GL posting. All charges as of the date entered will be reversed in the Collections module.

1.1.1 Edit List Column Descriptions

Label	Description / How Used
Bill Number	The bill number for each tax year is listed
Year	The tax year for the taking being cleared
Category	The category number and description (Tax, Tax Interest, Demand, Utility Liens)
Charge	The charge – some will have been booked to a receivable account, some not, depending on how the category is set up in the bill category table (see column I, “Post to GL”)
Pmt Ref	The payments received or refunds applied since the taking
Deductions	Any deductions made after the taking
To Town	Amount owed to the town on sale of the foreclosed property
Balance	Remaining Balance after the town takes possession
Post to GL	Amount that will post to the receivable and deferred revenue accounts in the general ledger

1.2 Review the GL Posting Report

A GL Posting report will be displayed, showing the credit to the receivable and the debit to the deferred revenue account in summary.

11411 - TTPOSTAKGLPST.REP			Printed 26-Aug-2022 at 12:14:05		Page 1
City of ADMINS Town Possession GL Posting					
GL Posting#: 8887283					
Parcel 0007 -0009 -0000					
FY	Date	Account#	Description	Debit	Credit
2023	19-Aug-2022	1000-000-0000-000-00-00-12400	TAX LIENS A/R		6350.00
2023	19-Aug-2022	1000-000-0000-000-00-00-26750	DEF REVENUE-TAX LIENS	6350.00	
BALANCE SHEET				6350.00	6350.00
Total Year 2023				6350.00	6350.00
*** GRAND TOTAL ***					
Balance Sheet				6350.00	6350.00
Subsidiary Ledger					
NOTE: The Town Accountant will need to book the Town Possession GL entry.					

Figure 3 The Town Possession GL Posting Report



1.3 Post to General Ledger

[AUC] 1116-Post GL Transactions

Post GL Transactions

1 Select All 2 Deselect All 3 Edit List 4 Post to GL

Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details
<input checked="" type="checkbox"/>	2023	8887283		6350,00	6350,00			THERESA	Town Possession	Lines
<input type="checkbox"/>	2023	8887282	1000,00	500,00		WENDY		Voucher Posting	Lines	
<input type="checkbox"/>	2023	8887280	242,96	242,96		THERESA		Purchase Order Or	Lines	
<input type="checkbox"/>	2022	8887281	825240,86	825240,86				Personal Property	Lines	
<input type="checkbox"/>	2022	8887119	309,97	309,97		LJANN		Town Possession	Lines	
<input type="checkbox"/>	2022	8887118	8679,82	8679,82		LJANN		Town Possession	Lines	

Figure 4 The GL Batch with the Town Possession Transactions – drill down to view details using the [Lines] button

1.3.1 Drill Down on the Details via the [Lines] Button

Line Detail for General Ledger Batch 8,887,283

Batch	User/Bch#	Ref#	Line	GLLn	TrxDate	Account#	Amount	GLCode	Type	SubTyp	Tof
8887283	0000000088	109100	11	1	19-Aug-2022	1000-000-0000-000-00-12400	1226,00	TT10	CR		
8887283	0000000088	109100	21	5	19-Aug-2022	1000-000-0000-000-00-12400	1226,00	TT10	DR		
8887283	0000000088	109100	21	5	19-Aug-2022	1000-000-0000-000-00-12400	197,59	TT10	CR		
8887283	0000000088	109100	21	5	19-Aug-2022	1000-000-0000-000-00-12400	197,59	TT10	DR		
8887283	0000000088	109100	31	9	19-Aug-2022	1000-000-0000-000-00-12400	142,50	TT10	CR		
8887283	0000000088	109100	31	9	19-Aug-2022	1000-000-0000-000-00-12400	142,50	TT10	DR		
8887283	0000000088	109100	41	30	19-Aug-2022	1000-000-0000-000-00-12400	20,00	TT10	CR		
8887283	0000000088	109100	41	30	19-Aug-2022	1000-000-0000-000-00-12400	20,00	TT10	DR		
8887283	0000000088	109100	51	33	19-Aug-2022	1000-000-0000-000-00-12400	5,00	TT10	CR		
8887283	0000000088	109100	51	33	19-Aug-2022	1000-000-0000-000-00-12400	5,00	TT10	DR		
8887283	0000000088	109100	61	34	19-Aug-2022	1000-000-0000-000-00-12400	10,00	TT10	CR		
8887283	0000000088	109100	61	34	19-Aug-2022	1000-000-0000-000-00-12400	10,00	TT10	DR		
8887283	0000000088	109100	71	35	19-Aug-2022	1000-000-0000-000-00-12400	10,00	TT10	CR		
8887283	0000000088	109100	71	35	19-Aug-2022	1000-000-0000-000-00-12400	10,00	TT10	DR		
8887283	0000000088	109100	81	36	19-Aug-2022	1000-000-0000-000-00-12400	76,00	TT10	CR		
8887283	0000000088	109100	81	36	19-Aug-2022	1000-000-0000-000-00-12400	76,00	TT10	DR		
8887283	0000000088	109100	102	1	19-Aug-2022	1000-000-0000-000-00-12400	4657,91	TT10	CR		
8887283	0000000088	109100	102	1	19-Aug-2022	1000-000-0000-000-00-12400	4657,91	TT10	DR		
8887283	0000000088	109100	112	33	19-Aug-2022	1000-000-0000-000-00-12400	5,00	TT10	CR		

Figure 5 Result of clicking on the [Lines] button in the GL Posting screen for the Town Possession batch

1.3.2 Run the Print Unposted Transactions to Review the Details

A complete list is available by selecting **Ledgers ▶ Posting Control ▶ Print Unposted Transactions:**

Task 1122: Print Unposted Transactions

Print Unposted Transactions

Optional: Enter Fiscal Year

Optional: Enter Account#

Optional: Transaction Date Range (mmddyyyy) From: To:

Optional: Enter G/L Transaction Code

Optional: Enter Username

Optional: Enter up to 9 Batches Edit 1 values: 8887283,

Optional: Enter up to 9 User Batches Edit 0 values:

Sort Report By: Batch# Username Account#

Run as Preview Print PDF CSV Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

In the example, the Print Unposted Transactions report is run as **PDF®**.



1122-GLTRNRP.REP Printed 26-Aug-2022 at 15:23:43 by TRHRESA City of ADMINS
Print Unposted Transactions Page 1

PY	User	Batch	Date	Refer#	Code	Account	Notes	Description	Budget/BegBal	Debit	Credit	Encumbrance	Budget Adj
Batch# : 8887283													
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			1226.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		1226.00			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			197.59		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		197.59			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			142.50		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		142.50			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			20.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		20.00			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			5.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		5.00			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			10.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		10.00			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			10.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		10.00			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			76.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		76.00			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			4657.91		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		4657.91			
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-12400		TAX LIENS A/R			5.00		
						Parcel 0007 -0009 -0000							
2023	0000000088	19-Aug-2022	109100		TT10	1000-000-0000-000-00-00-26750		DRF REVENUE-TAX LIEN		5.00			
						Parcel 0007 -0009 -0000							
BALANCE SHEET											6350.00	6350.00	
*** Total *** Batch# 8887283											6350.00	6350.00	

Figure 6 Run the Ledgers ▶ Print Unposted Transactions for a detailed listing – PDF® version shown

1.3.3 General Ledger Transaction Code "TT10"

To accommodate this process, a **TT10 Town Possession** General Ledger Transaction Code was created:

GL Transaction Codes	
Code	Description
RC02	Revenue Adjustment
RC03	Revenue Abatement
RC04	Revenue Collector Write-Off
RC05	Revenue Transfer
RC06	Revenue Refund
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Repeal of Tax Taking
TT10	Town Possession
TT12	Tax Title Payments
TT13	Tax Title Adjustments
TT14	Deferral Payments
TT15	Deferral Adjustments

Figure 7 Added the GL Transaction code "TT10" for Town Possession of Tax Title Properties

Use the code to filter reports run in the General Ledger Reports library.



1.4 Impact on the Tax Title History Inquiry

The balance inquiry screen for the foreclosed parcel will show a zero balance and be marked "No Balance Due".

[AUC] 11317-Tax Title Balance Inquiry

Tax Title Balance Inquiry

1 Parcel: 0007 -0009 -0000 Show Past Takings: Yes No
 2 Account: 0007 -0009 -0000 TT Attorney
 3 Owner: _____
 4 Location: _____

Orig Taking: 01-Oct-2021 Payment Date: 26-Aug-2022 Est. Added Fee: _____ Est Balance: **No Balance Due**

Balances All Years | Summary by Year | Detail | Transactions | Trx Summary | Attachments (4)

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust	Balance	Entry Pending
Tax	5883.91			5883.91			-5883.91		
Water Lien	197.59			197.59			-197.59		
Trash Lien	142.50			142.50			-142.50		
Advertising Fee	20.00			20.00			-20.00		
Demand	10.00			10.00			-10.00		
Advertising Prep Fe	10.00			10.00			-10.00		
Instrument of Takin	10.00			10.00			-10.00		
Instrument of Takin	76.00			76.00			-76.00		
Tax Interest									
Parcel Total	6350.00			6350.00			-6350.00		

Form 410 is highlighted in the interface.

1.4.1 Form 410

The form 410 will show the balance as zero.

ADMINS **Town of Admins** Page 1 of 1

219 Lewis Wharf
Boston, MA 02001
617.494.5100 Parcel #0007 0009 0000

TO WHOM IT MAY CONCERN:

The amount necessary to redeem the property known as PARCEL 0007 0009 0000 with an address of 167 FARM ST in the Town of Admins is as follows:

Year	Bill #	Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance
2020	00109100	01 Tax	1,226.00	0.00	-1,226.00	0.00	0.00	0.00
		05 Water Lien	197.59	0.00	-197.59	0.00	0.00	0.00
		09 Trash Lien	142.50	0.00	-142.50	0.00	0.00	0.00
		30 Advertising Fee	20.00	0.00	-20.00	0.00	0.00	0.00
		33 Demand	5.00	0.00	-5.00	0.00	0.00	0.00
		34 Advertising Prep F	10.00	0.00	-10.00	0.00	0.00	0.00
		35 Instrument of Takir	10.00	0.00	-10.00	0.00	0.00	0.00
		36 Instrument of Takir	76.00	0.00	-76.00	0.00	0.00	0.00
2021	00109100	01 Tax	4,657.91	0.00	-4,657.91	0.00	0.00	0.00
		33 Demand	5.00	0.00	-5.00	0.00	0.00	0.00

This calculation is through 26-Aug-2022. The per diem charge on this tax due is 0.00.

Balance Due \$ -
Interest as of 8/26/2022 \$ -
Total Amount Due \$ -

Sincerely,

Jim Beam,
Assistant Treasurer_Collector



1.5 Real Estate Parcel Update & Bill Payment Query Screens

[AUC] 5200-Real Estate Parcel Update

Parcel: **Town Poss**

Account: 0007 -0011 -0000

Location: Street: BELLINGHAM
City: BELLINGHAM State: WA Zipcode: 98201-0000

Year Dropped: 0000

Summary Bill Code: 5 Town of Bellingham
Tax Title: 01 Town Possession - Excluded From Tax 1

Class: 4 Industrial

[AUC] 4132-Bill Payment

2022 Real Estate Bill Payment Inquiry

Year: 2022

Run	Change	Deductions	Abatement	New Intnl	Net Bal	Refund	Adjustment	Balance	Pending
01	708.02			205.71	614.23			614.23	
02	708.02			80.90	789.50			789.50	
Bill Totals 1417.04									186.69 1603.73 1603.73 1603.73

Owner of Record: [Redacted] Current Owner: [Redacted]

PerClient: 54 Amount Due: \$ 1,603.73

Payment Date: 08-Aug-2022

Figure 8 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.”**