

Pam Borghi

From: Jon DeCamp <newrootsrealty@gmail.com>
Sent: Tuesday, August 22, 2017 5:09 PM
To: Pam Borghi
Subject: UPDATED OPRA REQUEST - Excel file Red Bank Tax Delinquent Report
Attachments: 8.21.17 Delinquent File.xls

Good Afternoon Pam -

I received a Tax Delinquent Report in the form of an Excel spreadsheet from Jeanette Larrison, the Tax Collector of Holmdel, that was generated from the Edmunds & Associates software that many of the townships use. She was kind enough to draft up the steps to generate this report which I have put below. I have also attached a copy of this report for you as a reference. Could you kindly generate this report for the Red Bank tax delinquent list in excel format and email it to me?

Thank You Very Much,
Jon DeCamp

Instructions for Edmunds Excel Delinquent Report

Billings/ Collections – Tax Collection – Custom Tax Report

Page 1 = Print to Excel

Page 2 = Default

Page 3 = REPORT TYPE = Delinquent Notice

- Delinquent Notice Selections
- As of Date (Current Date)
- Utility Balance & Include Current Interest
- Include Only Accounts With TOTAL TAX DUE: TAX PRIN + INT
- GREATER THAN \$10.00