PROCEDURE FOR ASSIGNMENT OF MUNICIPAL TAX TITLE LIENS

The procedure listed below for Assignments was established by **Resolution #9499** adopted on July 3, 1990.

1. A request in writing to the Tax Collector for a particular assignment of a municipally held lien(s)

2. Tax Collector reviews request with municipal officials, then grants or denies in writing to prospective assignee.

3. If approved, Tax Collector will let requester know the amount that will need to be collected to take assignment of the lien. This date will be approximately 6 weeks out, as the assignment is authorized through a commission meeting, and the Tax Collector, must post the assignment in the local newspaper and 5 public places, as well as give notification to the owner of record.

4. Assignee must deliver to the Tax Collector 100% of the anticipated assignment, & a W9; the monies will be deposited into the Tax Collector's Escrow Account before any further work on the matter proceeds.

5. Tax Collector authorizes notices to interested parties as provided for by law and necessary publications concerning the assignment and proposed resolution for the assignment of municipally held liens.

6. Tax Collector presents to the City Commission a resolution authorizing assignment together with proof that the proper notifications and publications have taken place.

7. After passage of said resolution the assignment agreement is executed by the Tax Collector and delivered to the assignee with the recorded Tax Sale Certificate.

8. The assignee should send to the Cumberland County Clerk, the assignment agreement and recorded certificate in order to record their interest in the property.

9. Monies in the Tax Collector's Escrow account are transferred to the specific Municipal accounts concerning the assignment. Records are then properly noted to reflect the assignment of the municipally held lien to the outside Lienholder.

If you should need any further information concerning Assignments, please feel free to contact the Tax Collector's Office.