

TAX CERTIFICATIONS USING NETROLINE

- In BYTE you will go into the INTAKE Screen and scroll down to “UNDERWRITING TOOLS” and click “TAX CERTIFICATE SEARCH”

UNDERWRITING TOOLS ←

RUN Data Verify Report

Fraud Detection Screen

Data Verify report is uploaded to DV? ☒ Yes ☐ No

- Look for **RED** flags
- LSU to report **RED** flags to Quality Control via email at: CSCQC@citadelservicing.com

[USPS](#)

- Verify subject property mailing address. Print to DV.

[ZILLOW](#)

- IMPORTANT:** Be sure to expand each section to capture ALL details listed. Print to DV.

[REDFIN](#)

- ONLY** use REDFIN if you are unable to print “details” from Zillow. Print both to DV.

TAX CERTIFICATE SEARCH ←

- Not required to search for TX, PA, NJ
- Print tax certificate/bill that reflects the “millage rates” of the subject property. Print to DV.
- Notate the Convo Log detailing why TAX CERT was not able to be uploaded to DV

[PROPERTY TAX DIRECT](#)

TCD Report Ordered

TCD Report Received

- Upload TCD findings to DV labeled as Tax Certificate – Internal TCD Report: Cond #4512

- It will direct you to Publicrecords.Netronline.com. You will then select the Subject Property State. Only a few are states are displayed, you will click “View More” to see the rest. For this example, you will select Florida.



Filter States:


SEARCH

Alabama	Alaska
Arizona	Arkansas
California	Colorado
Connecticut	Delaware
District of Columbia	Florida ←
Georgia	Hawaii

View More ←

- Clicking the Subject Property State will take you to that state's public records. You will then need to select the County. For this example, you will need to click "View More" to find the Monroe County.

FLORIDA PUBLIC RECORDS



The Sunshine State

[Official State Website](#) [Search UCC](#) [Corporation Document Searches](#)

Counties

Recorded documents, which include deeds and mortgages, tax and assessment records are managed by each county.

Alachua	Baker
Bay	Bradford
Brevard	Broward
Calhoun	Charlotte
Citrus	Clay
Collier	Columbia


[View More](#) 

Levy	Liberty
Madison	Manatee
Marion	Martin
Miami-Dade	<div>Monroe </div>

- It will direct you to the Counties Public Records. You will then select the option that states “Tax Collector”. For this example, you will select “Monroe Tax Collector”.

<div> <div>MONROE COUNTY PUBLIC RECORDS</div> <div>  <p>The Sunshine State</p> </div> </div>			
Official State Website Search UCC Corporation Document Searches			
Name	Phone	Online	Report
Monroe Property Appraiser	(305) 292-3420	Go to Data Online	Fix
Monroe Clerk / Recorder	(305) 292-3540	Go to Data Online	Fix
Monroe Tax Collector ←	(305) 295-5010	Go to Data Online ←	Fix
Historic Aerials		Go to Aerials	Fix


- Every State and County will be a little different. Generally, you will go to whatever page you can pay the property taxes on. For this example, you will select “Property Tax”




SAM C. STEELE, CFC
 Constitutional Tax Collector
 Monroe County, Florida

[Vehicle Registration Renewal](#)
[Property Tax](#)
[Business Tax](#)
[Tourist Tax](#)
[Reports](#)


Services we offer




Vehicle Registration Renewal




Property Tax ←



Business Tax



Tourist Tax



Reports

- You can search the Property Taxes by either searching the Subject Property Address, APN and Borrower's first and last name (will not apply to purchase submissions). For this example I used the subject property address.

Property Tax

Search

Enter a name, or address, or account number, etc



- Once the subject property address has been added it will take you an "Account Summary" for that property. Under "Account History" you will click View/Print the most recent Tax Bill and upload to DV. In DV you will upload it under "Tax Certificate-Internal TCD Report:Cond#4512"

[Search](#) > [Account Summary](#)

Real Estate Account #1561215

Owner:

SEENARINE
SEENARINE DHANWANTIE

Property:

3 JEFFERY Dr
KEY LARGO

[Parcel details](#)

[Property Appraiser](#)



[Get bills by email](#)

Amount Due

Your account is **paid in full**. There is nothing due at this time.

Your last payment was made on **12/27/2021** for **\$1,490.21**. [Print paid bill \(PDF\)](#)

Account History

BILL	AMOUNT DUE	STATUS	ACTION
2021 Annual Bill ⓘ	\$0.00	Paid \$1,490.21 12/27/2021 Receipt #115-21-00000159	Print (PDF)
2020 Annual Bill ⓘ	\$0.00	Paid \$1,397.92 11/24/2020 Receipt #125-20-00001871	Print (PDF)