

PAGE 1 – SURPLUS FUNDS CHAIN OF TITLE

TAX SURPLUS STRIKE FORCE PROGRAM FILES

EX-OWNER INFORMATION

DEED HOLDER(S) AT TIME OF FORECLOSURE (NOT THE BUYER) _____

DEED RECORDATION DATE _____ BOOK AND PAGE# _____
(THE OWNER'S DEED AT TIME OF SALE, NOT FORECLOSURE DEED) (OR INSTRUMENT, DOCUMENT OR REFERENCE #)

CASE INFORMATION

FILE OR CASE NUMBER/DESCRIPTOR _____
(YOU CAN USE ADDRESS (IE 123 MAIN ST) AS FILE# IN AREAS WHERE THERE ARE NO FILE/CASE#)

ESTIMATED SURPLUS AMOUNT _____
(MIN \$25,000 ESTIMATED SURPLUS AMOUNT)

COUNTY _____ STATE _____

AUCTION DATE _____ SALES PRICE AT AUCTION _____
(THE DATE THE PROPERTY SOLD AT AUCTION)

FORECLOSING DEBT AMOUNT (OPENING BID) _____
(BE AWARE OF LOW OPENING BIDS LIKE \$100 OR \$500, AMOUNT HAS TO MAKE SENSE)

WHERE DID YOU GET YOUR OPENING BID LIST FROM? _____
(EXAMPLE – SITE NAME OR LIST SOURCE)

FORECLOSING ENTITY _____
(COUNTY, CITY OR MUNICIPALITY CONDUCTING THE SALE)

PROPERTY INFORMATION

FORECLOSED PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE FILE REVIEWED _____ RESEARCHER _____

FILE CHECKLIST – ITEMS WE REQUIRE FOR TAX SURPLUS STRIKE FORCE FILES:

- COPY OF LIST SHOWING THE FILE WITH MIN BID OR ESTIMATED FORECLOSURE DEBT AMOUNT.
- COPY OF DEED SHOWING OWNERSHIP AT TIME OF FORECLOSURE (WE WANT THE LAST OWNER RIGHT BEFORE THE AUCTION SALE).
- COPY OF THE FORECLOSURE DEED OR COPY OF THE SALES RESULTS (FOR THE SALES RESULTS, IT MUST BE AN OFFICIAL RECORD OF THE SALE, NOT A CREATED SPREADSHEET). WE NEED TO SEE THE AUCTION SALES PRICE.
- COPY OF THE COUNTY DEEDS/OFFICIAL RECORDS PAGE, SHOWING YOU SEARCHED THE OWNERS NAMES.
- COPY OF TAX ASSESSORS PAGE/PROPERTY APPRAISERS PAGE ON THIS PROPERTY.
- COPIES OF ANY UNPAID MORTGAGES (FIRST 3 PAGES ONLY, NOT ENTIRE MORTGAGE DOC) – KEEP IN MIND THE BALANCE OF ALL UNPAID MORTGAGES MUST STILL LEAVE AT MIN \$35,000 TO EX-OWNER. THE BALANCE YOU USE IS THE VALUE ON THE NOTE, NO ESTIMATING CURRENT BALANCES ON OPEN MORTGAGES.
- COPIES OF MORTGAGE CANCELLATIONS, RELEASES OR SATISFACTIONS (IF THERE WERE MORTGAGES).

PAGE 2 – TSSF CHAIN OF TITLE – MORTGAGE HISTORY

**YOU ARE REQUIRED TO CHECK - WE NEED ALL MORTGAGES FROM TIME OF OWNERSHIP!
IF THERE ARE NO MORTGAGES, LEAVE BLANK. ALL OPEN/UNPAID MORTGAGES ARE DUE SURPLUS
FUNDS AHEAD OF THE EX-OWNER(S). FULL AMOUNT OF THE LOAN IS ASSUMED OWED.**

**MORTGAGE HISTORY/CHAIN IN ORDER STARTING WITH EX-OWNER'S FIRST MORTGAGE
ON PROPERTY – MORTGAGES ONLY, NO DEED TRANSFER HISTORY.**

NAME OF BANK/LENDER _____ AMOUNT _____

DATE RECORDED _____ BOOK _____ PAGE _____

*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____

ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAD THE LOAN LAST _____

*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF BANK/LENDER _____ AMOUNT _____

DATE RECORDED _____ BOOK _____ PAGE _____

*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____

ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAD THE LOAN LAST _____

*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF BANK/LENDER _____ AMOUNT _____

DATE RECORDED _____ BOOK _____ PAGE _____

*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____

ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAD THE LOAN LAST _____

*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF BANK/LENDER _____ AMOUNT _____

DATE RECORDED _____ BOOK _____ PAGE _____

*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____

ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAD THE LOAN LAST _____

*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF BANK/LENDER _____ AMOUNT _____

DATE RECORDED _____ BOOK _____ PAGE _____

*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____

ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAD THE LOAN LAST _____

*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF BANK/LENDER _____ AMOUNT _____

DATE RECORDED _____ BOOK _____ PAGE _____

*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____

ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAD THE LOAN LAST _____

*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

IF MORE MORTGAGES, PLEASE ADD ANOTHER PAGE USING OUR FORMAT.

PAGE 3 – TSSF WORKSHEET – JUDGMENT HISTORY

USE ONLY IN COUNTIES YOU CAN CHECK LIENS AND JUDGMENTS – SOME COUNTIES ALLOW TO SEARCH, YOU CAN WRITE IN OPEN LIENS/JUDGMENTS HERE.

JUDGMENT/LIENS HISTORY/CHAIN

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
JUDGMENT/LEIN HOLDER NAME _____

IF MORE LIENS/JUD, PLEASE ADD ANOTHER PAGE USING OUR FORMAT.

PAGE 4 – TSSF CHAIN OF TITLE – CONCLUSION SHEET

PLEASE READ AND AGREE BELOW BEFORE SUBMITTING THIS FILE!

1. EMAIL THE FILE, IN PDF FORMAT, TO PAPERWORK@SURPLUSFUNDSTRICHES.COM - DO NOT USE ZIP FILES, DO NOT SEND IN LINKS FOR DOCUMENTS , PUT THE CASE NAME(DEFENDANT) IN THE HEADER OF THE EMAIL. PLEASE COMBINE THE DOCUMENTS INTO ONE ATTACHMENT. FILE CANNOT EXCEED 50 PAGES AND 25MB IN FILE SIZE. IF YOU DON'T PUT THE DEFENDANT NAME/CASE NAME IN THE HEADER OF THE EMAIL, WE WILL SKIP THIS FILE SUBMISSION AND GET TO IT LATER. IF THIS CAUSES YOU TO LOSE THE CASE TO ANOTHER RESEARCHER, THAT IS ON YOU.

WE HAVE UP TO 3 BUSINESS DAYS TO PROCESS THE FILE OR RESPOND WITH ERRORS. OUR BUSINESS HOURS ARE MONDAY - FRIDAY, 9:00AM TO 4:00PM EASTERN TIME. ALL FILES SUBMITTED AFTER BUSINESS HOURS, THE 3 DAYS START ON THE NEXT BUSINESS DAY. FOR EXAMPLE, FILE SUBMITTED ON FRIDAY AT 8:00PM, 3 DAY WINDOW WILL START MONDAY AT 9:00AM SINCE OUR OFFICE IS CLOSED WEEKENDS. OUR OFFICE IS CLOSED FOR MOST MAJOR HOLIDAYS AND WILL NOT COUNT AS A BUSINESS DAY. IF FILE IS ACCEPTED, IT WILL APPEAR IN THE FILES BEING WORKED LIST.

2. MINIMUM CASE FOR US TO PURSUE IS \$25,000 - NOT 24,999.99. WE PAY TO YOU 35% OF NET SURPLUS WE COLLECT FROM THE COURT (25% IF THE OWNER IS DECEASED). THE NET IS DEFINED AS THE AMOUNT LEFT AFTER PAYING THE CLAIMANT, THE ATTORNEY, THE MOBILE NOTARY, OVERNIGHT COSTS ASSOCIATED WITH THE MOBILE NOTARY RETURNING THE DOCUMENTS TO US, AND ADMINISTRATIVE AND COURT COSTS.

3. IF YOU COMPLETE YOUR CASE RESEARCH, AND THE LAST OWNER WAS A BANK OR A BANK IS ENTITLED TO ENTIRE SURPLUS AMOUNT, WE WILL NOT TAKE THE FILE. IF YOU COMPLETE YOUR CASE RESEARCH, AND A LIEN HOLDER OR LIEN HOLDERS ARE ENTITLED TO ENTIRE SURPLUS AMOUNT, WE WILL NOT TAKE THE FILE. HOWEVER, WE WILL TAKE ANY FILE WHERE THERE IS A LIEN HOLDER OR BANK ENTITLED AND THERE STILL LEAVES AT MIN \$35,000 TO THE EX-OWNER. FOR INSTANCE, YOU FIND AN OPEN MORTGAGE FOR \$35,000 AND THE SURPLUS IS \$60,000. WE WILL TAKE THAT FILE BECAUSE IT WILL LEAVE MINIMUM \$25,000 FOR THE EX-OWNER. IF THERE ARE OPEN LIENS, JUDGMENTS OR MORTGAGES, THE TOTAL PLUS INTEREST MUST LEAVE AT MIN \$25,000 FOR THE EX-OWNER(S) FOR US TO ACCEPT THE FILE.

4. ON THE WORKSHEET, WE NEED THE PHYSICAL ADDRESS OF THE FORECLOSURE (IE: 123 MAIN ST, ANYTOWN, NC 28999), NOT THE CLAIMANT'S NOTIFICATION ADDRESS. DO NOT PUT IN PARCEL ID #, TAX ID #, OR LEGAL DESCRIPTION, UNLESS THERE WASN'T A PHYSICAL ADDRESS - VACANT LAND. DO NOT LEAVE BLANK, NEED AN ADDRESS OR LEGAL IS LAND. WE STILL NEED A CITY, STATE AND ZIP EVEN IF LAND AND NO PYSICAL ADDRESS.

5. FEEDBACK - WE WILL LET YOU KNOW WHEN YOU GET A CLAIMANT UNDER CONTRACT AND HAVE THE CASE SET TO PETITION.

6. SUBMIT ALL REQUIRED DOCUMENTS ON THE CHAIN OF TITLE WORKSHEET, IF WE ARE MISSING DOCUMENTS, WE WILL NOT WORK YOUR CASE. ALSO, REMEMBER TO COMPLETE THE CORRECT CHAIN OF TITLE WORKSHEET, RESEARCH MORTGAGES, LIENS AND JUDGMENTS. FILL OUT CONCLUSION SHEET. OUR WORKSHEET IS TO BE UNALTERED OR CHANGED – NO EXCEPTIONS!

7. PUT FILES IN ORDER - MAKE SURE WHEN YOU SUBMIT FILES TO US, YOU HAVE THE CHAIN OF TITLE WORKSHEET FIRST, FOLLOWED BY THE SUPPORTING DOCS. IF YOUR FILES ARE NOT SUBMITTED IN THIS MANNER, WE WILL NOT WORK IT. YOU WILL HAVE TO RESUBMIT IN CORRECT ORDER.

8. WHEN SUBMITTING A FILE WITH MORTGAGES IN LINE FOR THE SURPLUS, DO NOT SEND THE ENTIRE MORTGAGES/LIEN/JUDGMENT DOCUMENT AS THEY CAN BE MANY PAGES. ONLY SEND THE FIRST 3 PAGES.

9. WE WILL ONLY TAKE TAX SURPLUS STRIKE FORCE FILES IN SELECT STATES. THE ACCEPTABLE STATES ARE LISTED ON THE RESOURCES PAGE FOR THIS PROGRAM.

10. WE WILL NOT TAKE ANY FILE WHERE THERE IS AN ACTIVE MOTION OR CLAIM TO SURPLUS BY THE OWNER.

11. IF MORE THAN 1 OWNER, NOT MARRIED, WE NEED AT MIN \$20,000 PER PERSON TO WORK. EXAMPLE - 3 OWNERS ON DEED, ALL UNMARRIED, THERE NEEDS TO BE AT MINIMUM \$60,000 IN SURPLUS FOR US TO WORK THE FILE.

PAGE 5 – TSSF CHAIN OF TITLE – CONCLUSION SHEET (CONT)

12. PLEASE WRITE ALL PERSONS LISTED AS OWNERS ON THE DEED ON THE WORKSHEET WHERE IT SAYS, 'DEED HOLDERS AT TIME OF FORECLOSURE'. THESE NAMES MUST ALSO BE ON THE CONCLUSION PAGE AS THEY ARE ENTITLED TO SURPLUS. REMEMBER, PERSON BEING FORECLOSED ON AND DEED HOLDERS MAY INCLUDE MORE OR LESS PEOPLE.

13. IF YOUR FILE IS NOT ACCEPTED, WE WILL NOTIFY YOU VIA EMAIL. YOU CAN MAKE CORRECTIONS AND EMAIL ENTIRE CORRECTED FILE TO PAPERWORK.

14. ALL PAGES OF THIS WORKSHEET MUST BE FILLED OUT CORRECTLY, IF THERE ARE NO MORTGAGES OR LIENS/JUDGMENTS, THOSE PAGES CAN BE LEFT BLANK BUT YOU STILL MUST INCLUDE WITH FILE.

15. FILL OUT CONCLUSION PAGE CORRECTLY, IF THERE IS DEBT – IT GOES IN FIRST POSITIONS BASED ON RECORDATION DATE AND END AT THE EX OWNER (DEED HOLDER(S)). DO NOT LEAVE THE CONCLUSION PAGE BLANK, WE WILL REJECT THE FILE.

16. IF EX-OWNER IS A COMPANY, CORPORATION, LLC, LLP OR DBA, WE CANNOT ACCEPT THE FILE.

17. WE REQUIRE YOUR RESEARCHER NAME (FIRST AND LAST) ON THE FILE, NO COMPANIES OR LLC'S.

18. CHECK THE FILES BEING WORKED LIST. IF THE FILE IS LISTED, DO NOT SEND IN AS WE ALREADY HAVE IT.

19. WE WILL NOT ACCEPT FILES WITH LOW MINIMUM OR OPENING BID AMOUNTS. MINIMUM OR OPENING BIDS LIKE \$100 OR \$500 WILL NOT ACCEPTED. LOW BIDS ARE ARBITRARY AND NOT A REAL INDICATION OF THE TAX DEBT OWED. WE NEED THE OPENING BIDS TO BE A REFLECTION OF TOTAL TAX DEBT AMOUNT OWED.

I HAVE READ, UNDERSTAND AND AGREE (REQUIRED)

YOU MUST AGREE AND CHECK THE ABOVE BOX OR WE WILL NOT REVIEW YOUR FILE.

CONCLUSION SECTION – SEE EBOOK FILE EXAMPLE IF HELP IS NEEDED ON FILLING THIS OUT. IF THERE IS DEBT – IT GOES IN FIRST POSITIONS BASED ON RECORDATION DATE AND END AT THE EX-OWNER(S) (DEED HOLDER(S)). DO NOT LEAVE THE CONCLUSION PAGE BLANK, WE WILL REJECT THE FILE.

_____ ARE 1ST IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 2ND IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 3RD IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 4TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 5TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 6TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____

_____ ARE 7TH IN LINE FOR FUNDS CURRENTLY DUE
AMOUNT: _____