

Tax Sale Cheat Sheet

- Receive order of Sale from Attorney with cover letter
- Date/Time stamp
- Enter data into Spillman
- Make folder
- Copy of O/S to put in folder – make copies to be mailed to Defendant
- They will email the NOS – add dates and signature
- Type publication instructions – hold until mail out dates
- Publish in newspaper – Ex: Montgomery County News
- Confirm that newspaper received publication
- Ask attorney for list of Defendants with addresses
- Prepare mail outs to Defendants, send 1 copy regular mail & 1 copy certified
- Prepare posting documents – post at another Constable offices & Courthouse
- Wait until Tax Sale Date!