

CLAIM TRACKING SHEET

INTERNAL CLAIM #: _____

TAX TEED INFORMATION

County:	Parcel #:
Tax Deed #:	Sale/Auction Date:
Certificate #:	Lien Holder(s):

PREVIOUS OWNER INFORMATION

Name(s)			
Previous Property Address			
Telephone Number(s)		Email Address(es)	
Social Media			

CONTACT ATTEMPTS

Date	Type	Results

FORM TRACKING

Form	Needed?	Notes
Contingency Agreement	<input type="checkbox"/>	
Power of Attorney	<input type="checkbox"/>	
Assignment of Interest	<input type="checkbox"/>	
W-9 Form	<input type="checkbox"/>	
Surplus Claim Form	<input type="checkbox"/>	
Probate Documents	<input type="checkbox"/>	

CLAIM TRACKING

Date	Complete	Action / Status
	<input type="checkbox"/>	Claimant signed and returned forms
	<input type="checkbox"/>	Claim and Papers sent to county
	<input type="checkbox"/>	Check Received by Claimant
	<input type="checkbox"/>	Fee Received by us / Claim Closed