

## PERSONAL PROPERTY MOBILE HOME TAX SALE WORKPLAN

<b>Date Due</b>	<b>Responsibility</b>	<b>Date Completed</b>	<b>Task</b>
Pre-January	Treasurer/SRI	7-24-18	Work with SRI to obtain <b>contract</b> to conduct mobile home tax sale
Pre-January	Treasurer/Assessor	Ongoing	Work diligently to <b>clean up</b> county personal property mobile home records
January	Treasurer/MVP	1-19-18	MVP – <b>Determine delinquent personal property</b> - Go -> Delinquents -> Personal Delinquent Processing -> Determine Eligibility -> Select all tax sets -> Begin
January	Treasurer/MVP	1-19-18	MVP – <b>Create Demand Listing</b> - Go -> Delinquents -> Personal Delinquent Processing -> Demand listing -> Select all tax sets -> Begin (this step may be done repeatedly and would be done at various times through the sale process)
January	Treasurer/MVP	1-19-18	MVP – <b>Create Courtesy letter</b> - Go -> Delinquents -> Personal Delinquent Processing -> Courtesy letter -> Select all tax sets -> Begin <ul style="list-style-type: none"> <li>• Include MH sale verbiage</li> <li>• Include TREC's verbiage</li> <li>• Consider label for tax statement envelope "Eligible for the 2018 mobile home tax sale"</li> </ul>
After May 10 and before August 1	Treasurer/MVP	6-28-18	MVP – <b>Apply demand fees</b> - Go -> Delinquents -> Personal Delinquent Processing -> Apply Fees (Input Demand Fee (\$8.00 for certified/\$5.00 for Certificate of Mailing)) -> Review Excluded codes information -> Select all tax sets -> Begin
After May 10 and before August 1	Treasurer/MVP	6-28-18	MVP – <b>Create Demand Notice</b> – Go -> Delinquents -> Personal Delinquent Processing -> Demand notice -> review and select available party types, excluded codes, exclude appeal and print date -> Select all tax sets -> Begin <ul style="list-style-type: none"> <li>• Include MH notice language per IC 6-1.1-23.5-5</li> <li>• Include MH fees from SRI</li> <li>• Include total delinquent amount through current Spring</li> <li>• Include deadline for payment (60 days)</li> </ul>
Following creation of Notice	Treasurer/BMV	8/30/18	BMV – Request <b>interested party title research</b> from the BMV. The interested party list is to be compiled with addresses, in Microsoft Excel format, and delivered to SRI for noticing. Contact Katie Day, Contracts Administrator, 317-232-0657, <a href="mailto:Kday2@bmv.in.gov">Kday2@bmv.in.gov</a> , (Manager is June Monroe, Grants and Agreements Manager, 317-232-0616, <a href="mailto:jmonroe@bmv.in.gov">jmonroe@bmv.in.gov</a> )

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Following creation of Notice	Treasurer/Assessor	7-6-18 8-22-18	<b>Review mobile homes on demand listing</b> to determine if homes still exist before sale. Remove/correct information as needed. (see <b>Create Demand Listing</b> above)
Following creation of Notice	Treasurer	10-5-18	<b>Review listing periodically</b> to determine if a notice should be placed on remaining homes. It is not required by statute, but helpful as an additional type of contact. It also communicates the delinquency to those living in the house, but not receiving notices (e.g. renters) (see <b>Create Demand Listing</b> above)
60 days following Courtesy Letter	Treasurer/MVP	8-29-18	MVP – <b>Apply tax sale fees</b> to delinquent mobile homes Currently a script process with Emily at MVP. Fees would include county fee, SRI fee, BMV title fees, advertising fee, etc.
60 days following Courtesy Letter	Treasurer/MVP	8-28-18	<b>Remove Certification flag</b> from each MH parcel. Pull up parcel in maintenance, go to Identification tab, delete entry from “Demand” field, save parcel. Follow this process for each parcel ( <b>keep mobile home listing</b> )
60 days following Courtesy Letter	Treasurer/MVP	8-29-18	MVP – <b>Certification</b> – Go -> Delinquents -> Personal Delinquent Processing -> Certification - Complete Recorded Book, Certified Date, Excluded codes and Exclude appeal information -> Select all -> Begin (this is for parcels other than mobile homes)
Immediately following Certification	Treasurer/MVP	8-29-18	<b>Add Certification flag</b> from each MH parcel. Pull up parcel in maintenance, go to Identification tab, choose “eligible” from “Demand” field, save parcel. Follow this process for each parcel
Immediately at Certification	Treasurer/SRI	8-29-18	<b>Send Extract file</b> to SRI following Certification - Go -> Interfaces -> Extract Interface -> Select all tax sets -> Input file location and select Include personal properties only -> Begin
30 days before application for judgment	SRI	8-31-18	SRI – <b>Individual Notice</b> . Mail notices via certified mail at least 30 days before application for judgment can be made (Certified & First-Class Mail) <u>Owner of record</u> and <u>interested parties</u> . If both notices are returned, skip tracing necessary. Notice must indicate that objections are due to the court by the application date and that the county treasurer is entitled to receive all pleadings, motions, petitions and other filings related to the application for judgment and order for sale. <b>Wednesday, August 29, 2018</b>

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30 days before application for judgment	SRI/Treasurer	9-4-18	<b>Posting Notice.</b> Post a copy of the tax sale notice/list at a public place of posting at least 30 days before application for judgment can be made <b>Wednesday, August 29, 2018</b>
30 days before application for judgment	SRI/Treasurer	9-7-18	<b>General Notice.</b> Publish notice (IC 5-3-1-4) at least 30 days before application for judgment can be made <b>Wednesday, August 29, 2018.</b> Be aware of notification window to provide publication to newspaper (e.g. Times Mail is 5 days)
At least 7 days after General Notice	SRI/Treasurer	9-14-18	<b>Listing Publication #1.</b> Once at least 7 days after the General Notice. <b>Wednesday, September 5, 2018.</b>
At least 7 days after Listing Publication #1	SRI/Treasurer	9-21-18	<b>Listing Publication #2.</b> Once at least 7 days after Listing Publication #1 <b>Wednesday, September 12, 2018.</b>
No less than 30 days after Individual Notice	SRI/Treasurer	10-15-18	<b>Application for Judgment and Order</b> is delivered to the court not less than 30 days after Individual notice is sent. The application is to be delivered on <b>October 9, 2018.</b>
At least 15 days before advertised date of the auction	SRI/Treasurer/Judge		At least 15 days before the advertised date of the auction, the <b>court must examine the list, Wednesday October 24, 2018,</b> is the first day the court can sign the list.
At least 7 days before date of the auction	Treasurer/Judge	none	<b>Objection hearing</b> must be at least seven days before the date of the auction. Objection hearing target date <b>October 17, 2018</b> (October 23 <sup>rd</sup> is latest date per statute)
Personal Property Mobile Home Sale	SRI/Treasurer	10/31/18	<b>Conduct the personal property mobile home tax sale Target Date – Wednesday, October 31, 2018</b>
Receive payments	Treasurer		<b>Sale Date – Post payments</b> according to IC 6-1.1-23.5-15 (includes instructions for surplus funds).
Complete title paperwork	Treasurer		<b>Date of sale with each buyer</b> <ul style="list-style-type: none"> <li>• Provide Bill of Sale (SRI form from sale)</li> </ul>

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			<ul style="list-style-type: none"> <li>• Complete Application for Certificate of Title for a Vehicle – State of Indiana form 205 (R9/7-16)</li> <li>• Complete Physical Inspection of a Vehicle or Watercraft – State of Indiana form 39530 (R6/11-17)</li> <li>• Complete Application for Special ID Number (only use if no VIN is found)</li> <li>• Obtain buyer’s driver’s license copy</li> <li>• (if mobile home dealer) complete Dealer ST108E (BMV)</li> </ul>
Secure VIN information	Buyer/Treasurer		<b>IF VIN is not found</b> during the physical inspection, send the completed BMV form 12907 – Application for Special Identification Number Vehicle or Watercraft along with fee of \$13 to BMV
Apply for title	Treasurer/BMV		<p><b>Provide the following to the BMV:</b></p> <ul style="list-style-type: none"> <li>• Application for Certificate of Title – State of Indiana form 205</li> <li>• Physical Inspection of a Vehicle or Watercraft - State of Indiana form 39530 (R6/11-17)</li> <li>• Mobile Home permit State of Indiana form 7878</li> <li>• Copy of new owners Bill of Sale</li> <li>• Copy of new owners driver’s license</li> <li>• Payment of \$15.00</li> </ul> <p>Packets should be submitted to:            Kari Washabaugh            Bureau of Motor Vehicles            100 N. Senate Ave Rm N483            Indianapolis, IN 46204</p>