

City or Town of _____ LIEN/DEED TRACKING

Use this form to set dates for each levy year

LEVY YEAR _____

Month/Day/Year

Delinquency Notices Deadline - by first class mail (due date plus 90 days)	
Impending Lien Notice to Owners - by certified mail at least 32 days before Lien Execution	
Lien Execution Date	
Deadline for Mortgagee Notices (Lien Date Plus 45 days)	
Deeding Date FOR THIS LEVY (minimum of two years plus one day from lien execution date)	
Deeding List to Researcher (if outsourced) at least 60 days before deeding date.	
Impending Deed notice mailing date - by certified mail at least 32 days before Deeding Date	

Notes:

If you use an outside vendor to conduct your mortgagee searches, please share a copy of this form with that party once your dates have been set.

Sanders Searches, LLC., P.O. Box 373, Newmarket, NH 03857
(603) 292-6169 – office (603) 292-5369 – Fax jane@jssearches.com