



## What to Send...

These are the documents necessary for us to accurately complete our memorandum

- Tax Collector Certification.
- O&E (Title Information) Report.
  - *Some counties have this document in tax collector certification, some do not.*
- Tax Deed.
- Notice of Tax Deed Application, and proof of mailing same.
- Notice of Tax Deed Surplus, and any proof of mailing same.
- All claims received by the Clerk.
- All communication by claimants.
- Proof of payment to Government lien holders.

## When to Send...

We recommend sending files to our office when either of these requirements is met:

- 90 days after the Tax Deed Sale
- When a claim is received in your office

## Other Services...

We also offer a free monthly review of any files/funds that are to be escheated to the state.

- This service is complimentary to any Clerk that we represent in Tax Deed matters.

**If this is a service you are interested in, please feel free to contact Brynn Carlson, our Firm Administrator, to learn more!**

**Our staff is committed to protecting our Clerks against fraud and liability in Tax Deed matters. It is an honor to represent you!**

***Please feel free to contact us if you have any questions or would like to learn more about our processes / procedures***

### Contact Us:

**The Law Offices of Travis R. Walker, PA**

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