

PAGE 1 – DEED FLIP WORKSHEET
FOR FLORIDA TAX DEED SALES

OFFICE USE ONLY - DO NOT WRITE IN THIS SECTION.

EST VALUE \$ _____

TOTAL DEBT \$ _____

NAME(S) OF PERSON(S) OR ENTITY GETTING FORECLOSED ON (CURRENT DEED HOLDER(S)) _____

FILE OR CASE NUMBER (Use Certificate #) _____

COUNTY _____ STATE **FLORIDA**

SCHEDULED FORECLOSURE DATE _____

DATE FILE REVIEWED _____ RESEARCHER _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BR _____ # BATH _____ SQFT _____

RESIDENTIAL – Y N VACANT LOT LAND – Y N COMMERCIAL – Y N

IS THIS PROPERTY HOMESTEAD? Y N

A. JUDGMENT AMOUNT (AMOUNT BEING FORECLOSED ON) _____

B. TOTAL "OTHER" DEBT (MORTGAGES, LIEN OR JUDGMENTS) _____

C. TOTAL DEBT, LIENS AND TAXES OWED (ADD A + B TO GET TOTAL) _____

ESTIMATED VALUES (EST VALUE CANNOT EXCEED \$250,000)

ZILLOW _____

TRULIA _____

OTHER _____ SPECIFY WHAT SITE _____

COUNTY TAX/MARKET VALUE (REQUIRED) _____

TAKE 3 VALUES, ADD TOGETHER AND DIVIDE BY 3 TO GET THE ESTIMATED VALUE FOR THE PROPERTY

****WE WILL NOT WORK FILES WITH MORE THAN 50% DEBT TO VALUE ****

EXAMPLE – IF A PROPERTY VALUE IS \$100K, THERE MUST BE LESS THAN \$50K TOTAL DEBT

FILE CHECKLIST – ITEMS WE REQUIRE FOR EACH FILE REFERRED TO US, NO EXCEPTIONS, WE WILL NOT WORK IF MISSING REQUIRED DOCS:

- COPY OF THE COURT TITLE SEARCH REPORT
- NOTIFICATION ADDRESSES
- COPY OF MORTGAGES, LIENS OR JUDGMENTS NOT SATISFIED (ONLY THE FIRST 1 OR 2 PAGES OF EACH, NOT ENTIRE DOCUMENT)
- COPY OF THE CURRENT OWNER(S) DEED

PAGE 2 – FLORIDA DEED FLIP WORKSHEET – MORTGAGE HISTORY

MORTGAGE HISTORY/CHAIN IN ORDER STARTING OWNER’S FIRST MORTGAGE ON PROPERTY

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____
ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____
ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____
ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____ LOAN TERM (# OF YRS) _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____
ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

NAME OF MTG HOLDER _____ AMOUNT _____
DATE RECORDED _____ BOOK _____ PAGE _____
*SATISFIED/PAID OFF _____ OPEN/NOT SATISFIED _____ FORECLOSING ENTITY _____
ASSIGNED TO ANOTHER BANK? _____ IF YES, WHO HAS THE LOAN NOW _____
*IF SATISFIED, PLEASE GIVE BOOK/PAGE OR REF #: _____

****MAKE SURE THAT ALL MORTGAGES LISTED ABOVE ARE AGAINST THE FORECLOSING PROPERTY ADDRESS AND LISTED ON THE COURT’S TITLE SEARCH REPORT. NO NEED TO DO YOUR OWN TITLE SEARCH AS ONLY THE DEBT LISTED ON THE COURTS TITLE SEARCH WILL COUNT.**

JUDGMENT/LIENS HISTORY/CHAIN

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

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DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

DATE RECORDED _____ ORIGINAL AMOUNT _____
CURRENT AMOUNT INCLUDING INTEREST ACCRUED, ETC. _____
NAME & ADDRESS AND CONTACT INFO OF JUDGMENT/LEIN HOLDER

PAGE 4 – FLORIDA DEED FLIP WORKSHEET – CONCLUSION SHEET

PLEASE READ AND AGREE BELOW BEFORE SUBMITTING THIS FILE!

1. SEND THE FILE, TO PAPERWORK@SURPLUSFUNDRICHES.COM - DO NOT USE ZIP FILES, DO NOT SEND IN LINKS FOR DOCUMENTS, PUT THE CASE NAME(DEFENDANT) IN THE HEADER OF THE EMAIL. PLEASE COMBINE THE DOCUMENTS INTO ONE ATTACHMENT. IF YOU DON'T PUT THE DEFENDANT NAME/CASE NAME IN THE HEADER OF THE EMAIL, WE WILL SKIP THIS FILE SUBMISSION AND GET TO IT LATER. IF THIS CAUSES YOU TO LOSE THE CASE TO ANOTHER RESEARCHER, THAT IS ON YOU.

WE HAVE UP TO 3 BUSINESS DAYS TO PROCESS THE FILE OR RESPOND WITH ERRORS. OUR BUSINESS HOURS ARE MONDAY - FRIDAY, 9:00AM TO 4:00PM EASTERN TIME. ALL FILES SUBMITTED AFTER BUSINESS HOURS, THE 3 DAYS START ON THE NEXT BUSINESS DAY. FOR EXAMPLE, FILE SUBMITTED ON FRIDAY AT 8:00PM, 3 DAY WINDOW WILL START MONDAY AT 9:00AM SINCE OUR OFFICE IS CLOSED WEEKENDS. OUR OFFICE IS CLOSED FOR MOST MAJOR HOLIDAYS AND WILL NOT COUNT AS A BUSINESS DAY. IF FILE IS ACCEPTED, IT WILL APPEAR IN THE FILES BEING WORKED LIST.

2. THE PROPERTY TAX VALUE OR MARKET VALUE (THE HIGHER IF THE 2) MUST BE MINIMUM \$20,000 FOR US TO WORK.

3. THE MAXIMUM ESTIMATED VALUE WE WILL WORK IS \$250,000.

4. IF YOU COMPLETE YOUR CASE RESEARCH, AND THE LAST OWNER IS A COMPANY, CORPORATION, LLC, LLP, HOME OWNER ASSOCIATIONS OR ANY BUSINESS ENTITY, WE WILL NOT ACCEPT THE FILE.

5. IF THE OWNER OF THE PROPERTY IS DECEASED, WE NOT ACCEPT THE FILE. IF YOU SEE A FILE THAT NAMES THE OWNER AS "ESTATE OF" OR GIVES ANY INDICATIONS THAT THE OWNER IS DEAD, DO NOT SEND THE FILE IN.

6. ON THE WORKSHEET, WE NEED THE PHYSICAL ADDRESS OF THE FORECLOSURE, NOT THE CLAIMANT'S NOTIFICATION ADDRESS. DO NOT PUT IN PARCEL ID #, TAX ID #, OR LEGAL DESCRIPTION, UNLESS THERE WASN'T A PHYSICAL ADDRESS - VACANT LAND.

7. FEEDBACK - WE WILL LET YOU KNOW WHEN YOU GET A CLAIMANT UNDER CONTRACT AND HAVE THE CASE SET TO PETITION.

8. PUT FILES IN ORDER - MAKE SURE WHEN YOU SUBMIT FILES TO US, YOU HAVE THE DEED WORKSHEET FIRST, FOLLOWED BY THE SUPPORTING DOCS (SEE THE STEP BY STEP EXAMPLE FOR THE DOC WE REQUIRE. IF YOUR FILES ARE NOT SUBMITTED IN THIS MANNER, WE WILL NOT WORK IT. YOU WILL HAVE TO RESUBMIT IN CORRECT ORDER.

9. MAKE SURE FILES YOU ARE SUBMITTING ARE WITHIN THE 20 DAY-2 CALENDAR MONTH WINDOW. WE REALIZE WE WERE LAX ON THE DATES IN THE BEGINNING, BUT IN ORDER TO FAIR TO EVERYONE, WE ARE NOW GOING TO BE TOUGH ON THIS RULE. THIS A HARD RULE NOW.

10. IF YOU CAN ONLY GET THE COUNTY APPRAISAL VALUE AND NO OTHER VALUES FROM 3RD PARTY SITES LIKE ZILLOW OR TRULIA, WE ARE EXTREMELY CONSERVATIVE WITH THE VALUES WE ASSIGN TO THE PROPERTY, ESPECIALLY IF VACANT LAND. MOST TIMES WE WILL REDUCE THE VALUE BY 50%, SO TAKE INTO ACCOUNT WHEN SUBMITTING FILES THAT YOU CANNOT GET A VALUE FROM A 3RD PARTY SITE. WE RESERVE THE RIGHT NOT TO WORK A FILE IF WE FEEL THERE IS NOT ENOUGH POTENTIAL PROFIT TO WORK, WE WILL DEAD THE FILE OUT IF WE FEEL THE MARGINS ARE TOO THIN.

11. IF THE PROPERTY IS LISTED 'FOR SALE' ON THE REAL ESTATE MARKET, WE WILL NOT ACCEPT THE FILE. PLEASE DO NOT SUBMIT.

12. THE MAX DEBT TO VALUE (DTV) RATIO WE WILL WORK IS 50%.

13. WE RESERVE THE RIGHT TO NOT WORK A FILE IF WE DEEM THE PROPERTY CONDITION IS IN POOR CONDITION. YOU CAN PRESERVE (NOT REQUIRED) PROPERTIES BY CHECKING GOOGLE STREETVIEW FOR CONDITION AND BY CHECKING PROPERTY TAX CARD TO VERIFY THERE IS STILL A HOME ON THE LOT.

14. WE PAY 15% COMMISSION OF SUCCESSFUL DEALS.

PAGE 5 – FLORIDA DEED FLIP WORKSHEET – CONCLUSION SHEET (CONT)

16. CHECK THE FILES BEING WORKED LIST, IF THE FILE IS LISTED, DO NOT SEND IN AS WE ALREADY HAVE IT. CHECK THE FL DEED FLIP RESOURCES PAGE FOR UPDATED TO THE PROGRAM.

I HAVE READ, UNDERSTAND AND AGREE (REQUIRED)
YOU MUST AGREE AND CHECK THE ABOVE BOX OR WE WILL NOT REVIEW YOUR FILE.

CONCLUSION – NAME & CONTACT INFO FOR CREDITOR(S) – LIEN OR JUDGMENT HOLDERS THAT HAVE OUTSTANDING DEBT THAT HAS NOT BEEN SATISFIED.

NAME _____
AMOUNT OWED _____
ADDRESS (OPTIONAL) _____
NAME _____
AMOUNT OWED _____
ADDRESS (OPTIONAL) _____
NAME _____
AMOUNT OWED _____
ADDRESS (OPTIONAL) _____

IF THERE ARE MORE CREDITORS, ADD THEM TO A NEW SHEET

CONCLUSION – NAME & CONTACT INFO FOR CURRENT OWNER(S)

NAME(S) _____
NAME(S) _____
NAME(S) _____
NAME(S) _____
NAME(S) _____
NAME(S) _____

IF THERE ARE MORE OWNERS, ADD THEM TO A NEW SHEET