

Office of the Jefferson County Public Trustee
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NOTICE OF NEW BILLING PROCEDURES

Effective April 1, 2011, we will no longer charge for postage and copies at a \$20.00 flat rate. The new rate will be \$1.00 for each name on your mailing lists. This will result in an invoice when we enter ACH transactions for the sale or withdrawal. The invoice will also include the actual charges for the Certificate of Purchase and the amount of the Confirmation Deed if your client was the successful bidder when the property is sold at auction.

UPDATE

We will be sending you an "INVOICE 2" for foreclosures commenced in April, 2011 that have passed the amended mailing deadline. This second invoice will include additional charges as follows:

- \$1.00 for each additional name on your amended mailing list
- Fees and costs for the Certificate of Purchase
- Fees and costs for the Confirmation Deed

We will not bill you again unless there is a late amended mailing list. Please include Public Trustee fees and costs from this second invoice in your bid.