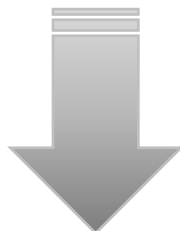


INSTRUCTIONS
for
Certificate Transfer Request Form

1. All certificate holders must be registered and have a buyer number. Registration is done through <https://palmbeachfl.realtaxlien.com/> .
2. Enter names, buyer numbers, and email addresses for both parties as they appear on the W9's.
3. Enter up to twenty-five (25) certificate transfer requests on the form. Requests that exceed this limit will be returned.
4. Each certificate transfer costs \$2.25. Enter the number of transfers on the form to calculate the total amount due.
5. Complete a new form for each party if transferring certificates to multiple parties.
6. Incomplete forms will not be processed and transfer fees will be returned.
7. Make payment to Tax Collector, Palm Beach County (*preferably a separate check for each form*).
8. Mail completed request form with payment to:

Palm Beach County Tax Collector
Attention: Tax Analysis Department
P.O. Box 3715
West Palm Beach FL 33402-3715
9. When mailing, also email completed request form to taxsaleinvestors@pbctax.com.
10. If you need assistance with completing this form, please contact us at taxsaleinvestors@pbctax.com.





TAX CERTIFICATE TRANSFER REQUEST FORM

Current Investor Name			
Current Investor Buyer Number		E-mail Address	

New Investor Name			
New Investor Buyer Number		E-mail Address	

1. All certificate holders must be registered and have a buyer number.
 2. If you are not a registered Buyer, registration is done through <https://palmbeachfl.realtaxlien.com/> .
 3. Twenty-five (25) certificate transfers may be requested at one time. Each transfer costs \$2.25 payable by check or money order.
 4. Your completed form and payment must be mailed to:

**Palm Beach County Tax Collector
 Attention: Tax Analysis Department
 P. O. Box 3715
 West Palm Beach, FL 33402-3715**

Signature of Transferor			Date	
Title				

CALCULATING AMOUNT DUE: MAXIMUM NUMBER OF TRANSFERS IS 25.

Number of Transfers		Charge per Transfer		Total Amount Due	
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NOTE: TRANSFEROR RECOGNIZES THAT WHERE TRANSFERS OCCUR SUBSEQUENT TO A TDA BEING FILED, THE PROPERTY MAY ALREADY BE IN THE PROCESS OF BEING SOLD. EVERY EFFORT WILL BE MADE TO UPDATE THE RECORD, HOWEVER, THE TRANSFEROR MAY RECEIVE ERRONEOUS PAYMENT FOR THE TAX CERTIFICATE AND ADDITIONAL FEES MAY BE INCURRED. SHOULD THIS OCCUR, TRANSFEROR AGREES TO EXPEDITIOUSLY RETURN SUCH PAYMENT TO THE CLERK AND COMPTROLLER.

REQUEST OF ALL RIGHTS, TITLES AND INTEREST IN THE FOLLOWING TAX CERTIFICATE(S) AS LISTED BELOW.

COUNT	YEAR CERTIFICATE WAS ISSUED	CERTIFICATE NUMBER	PROPERTY IDENTIFICATION NUMBER (17 DIGITS) [XX-XX-XX-XX-XX-XXX-XXXX]	HAS A TDA BEEN FILED? (YES/NO)	TCO ACTION / STATUS
1					
2					
3					
4					
5					
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