

CTC-99-4

New Jersey Department of Community Affairs  
Division of Local Government Services

10/1/99

Notice Number

Date

**LOCAL FINANCE NOTICE**

CHRISTINE TODD WHITMAN  
GOVERNOR

JANE M. KENNY  
COMMISSIONER

ULRICH H. STEINBERG, JR.  
DIRECTOR

**Division Appoints Staff Tax Collector**

The Division of Local Government Services is pleased to announce the appointment of Patricia Turin as the Division's Staff Tax Collector. Pat joins the Division after serving as collector in Washington Township (Mercer) and serving as an Instructor of Rutgers Tax Collection courses and serving on the Tax Collection Education Committee. The previous phone number for tax collectors to call with questions has been reestablished: 609-292-6858 will reach Pat at her desk.

**Change in Certificates of Tax Sale Form**

It was recently brought to the attention of the Division that the 1998 revision to the Certificate of Tax Sale (see Local Finance Notice CTC-98-3) contained a flaw that was missed by the reviewers. An inadvertent change in the section at the bottom of the form that is prepared by a Notary Public had text missing from the previous version of the form. After review by the Attorney General's office, the Division was advised that while the language on the Certificate "substantially serves the purposes which acknowledgments are intended to serve," it was suggested that to ensure accuracy, the form be corrected.

The advice we received expressed the opinion that while the text was different, it still made clear that the Notary Public signing the form was attesting to the fact that the collector of taxes did sign, seal and deliver the form for the purposes intended. This makes it clear that any forms filed are valid and that the "certificates of sale bearing the acknowledgment may be reasonably accepted for recording purposes by county clerk's offices."

To avoid any continuing confusion in this matter, the Division is re-issuing the Certificate of Sale Form with the corrected text. The Division understands that tax offices and forms producers may have generated multiple copies of forms with the earlier acknowledgment text. To avoid having to reprint these form, the Division suggests that separate adhesive labels be prepared and used to place over the existing text and ensuring the seal be affixed over the new label. A sample layout is included on the reverse of this Notice. Label sheets can be purchased at office supply stores and the form copied onto them. Copies of the revised form (for office and computer use) are also enclosed.

We are sorry for any inconvenience this may have caused.

**Ulrich H. Steinberg, Jr.**

Ulrich H. Steinberg, Jr., Director  
Division of Local Government Services

Director's Office  
Enclosure  
(609) 292-6613

Local Government  
Research

Financial Regulation  
and Assistance

Local Finance  
Board

Local Management  
Services

Authority Regulation  
(609) 984-0132

**Replacment Text to be used as label over existing text on Certificate of Sale Forms**

**BE IT REMEMBERED**, that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ before me a \_\_\_\_\_  
\_\_\_\_\_ of New Jersey, personally appeared \_\_\_\_\_, the Collector of  
Taxes of the taxing district of \_\_\_\_\_ in the County of  
\_\_\_\_\_, who, I am satisfied, is the individual described herein, and who executed the above Certificate of  
Sale; and I having made known to him the contents thereof, he thereupon acknowledged to me that he signed, sealed and delivered  
the same as his voluntary act and deed, for the uses and purposes therein expressed.