



## **INSTRUCTIONS FOR NOTICE TO REDEEM**

### CLASS ONE, TWO & CLASS TWO, THREE AND FOUR PROPERTIES

- 1) Have a proper title search done, not less than what's stated on the Affidavit of Service. Determine which form is correct for your parcel from your research. Class 1,2 properties personal service is mandatory to recorded owner (residing in Nassau County.)
- 2) Complete Notice to Redeem (legibly) – tentative foreclosure / deed date indicated on the form must be at least 90-days from the date it is submitted to this office and should also fall on a business day.
- 3) When listing all interested parties always include address.
- 4) Prepare envelopes (certified return receipt) – make copies of the stamped receipts from the post office.
- 5) Complete Affidavit of Service and submit:
  - Original Affidavit of Service (and Personal Service if required)
  - Copy of the Notice to Redeem that was mailed
  - Copies ONLY of the certified receipts (you keep originals)
- 6) Become familiar with the Nassau County Administrative Code Section 5-51.0 and its addendums. For any further information please refer to the Admin. Code.

#### **CURRENT CLASS-CODE STATUS & VACANT LAND:**

- When serving a notice to redeem, you must check the **current** class-code status of the property. If the class code is different from when you first purchased the lien, you must serve in the manner required based on its current status. If a property inspection reveals it to be a different class code than county records show you must speak with the Field Division of the Assessment department to have them inspect the property and correct the class code on county records. Once that is done you can serve your notice to redeem according to the updated class code.
- **Class code 311.11 is a class-1 vacant property and requires personal service and foreclosure.** This code designates a residential parcel which is adjacent to a larger piece of property with a house on it (class 1 code) and both parcels are owned by the same person. No tax deeds will be issued on these parcels. If you disagree with the status you must prove to this office that a class 311.11 property you are serving on does not meet the requirements of vacant residential land, can be served as a standard vacant parcel and deeded.

**STATE**

New York State Tax Commission  
Dept. of Taxation & Finance  
WA Harriman Campus  
Albany, N.Y. 12227

Tax Compliance Manager  
N.Y. Dept. of Taxation & Finance  
175 Fulton Ave.  
Hempstead, N.Y. 11550

People of the State of N.Y.  
c/o N.Y.S Attorney General  
Dept. of Law  
120 Broadway  
New York, N.Y. 10271

People of the State of N.Y.  
c/o N.Y.S Attorney General  
Dept. of Law  
State Capitol  
Albany, N.Y. 12224

**Mailings to be done if N.Y. State has an interest – e.g. Taxes.**

**FEDERAL**

Internal Revenue Service  
999 Stewart Ave. 1st Fl.  
Bethpage, N.Y. 11714

Internal Revenue Service  
1180 Veterans Memorial Hwy.  
Hauppauge, N.Y. 11788

Internal Revenue Service  
Attn: Chief Special Procedure  
625 Fulton St.  
Brooklyn, N.Y. 11201

Internal Revenue Service  
Washington, D.C. 20224

United States of America  
c/o Attorney General  
Washington, D.C. 20224

United States of America  
c/o Attorney General  
55 Hanson Pl. #1080  
Brooklyn, N.Y. 11217-1523

Dept. of Treasury  
I.R.S. – Manhattan Dist.  
Ted Weiss Fed. Bldg.  
290 Broadway #3  
N.Y., N.Y. 10007

**Mailings to be done if the Federal Gov't. has an interest – e.g. Taxes.**

**The notice MUST contain this sentence COMPLETED:**

**THE PROPERTY AFFECTED BY THIS NOTICE IS -**

\_\_\_\_\_  
**THE APPROXIMATE AMOUNT OF THE PRINCIPLE OBLIGATION, EXCLUDING  
INTEREST AND PENALTIES IS \$ \_\_\_\_\_.  
THE COST OF SERVING THIS NOTICE IS \$250.00.**