

ASSIGNMENT WORKSHEET

DATE: _____

TO WHOM ASSIGNMENT WILL BE MADE

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE# (WORK) _____

(HOME) _____

(CELL) _____

E-MAIL ADDRESS _____

For office use only below this line

W-9 _____ DECLARATION- (IMMEDIATE FAMILY) _____ BUYER # _____

DEED APPLICATION FORM (IF APPLICABLE) _____

CP(S) PULLED _____ ADDED BUYER INFORMATION TO COMPUTER _____

ADD TO CARD (ROLODEX) _____ ADD TO BLACK BOOK IF NEW BUYER _____

REDEMPTION WORKSHEET (IF COUNTY HELD) _____

COPY OF ASSIGNMENT RECEIPTS _____

ADD TO COMPUTER ADDRESS LOG FOR ENVELOPES _____