



PIMA COUNTY TREASURER'S OFFICE

Beth Ford, CPA
Pima County Treasurer

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April 1st New Assignment Procedures

Due to the high demand for New Assignment purchases in April, we will follow different procedures for selling New Assignments. These procedures will be followed **ONLY** for those requests received by 5:00 PM April 1st and that are in the correct format with the appropriate deposit.

Investors must submit a paper copy of their requested liens by state code number, an electronic copy of their request in Excel or CSV format, and a deposit of 30% of the amount of lien purchases requested including fees. The electronic copy must be in the following format: Column 1= bidder number, column 2 = state code number, column 3 = purchase amount (amount due +\$10 certificate fee + \$10 processing fee). Please see the sample below. The purchase amount can be found on our DTAX or DTAX INVESTOR's CD or the data that is available to view in the Treasurer's Office. The electronic copy should be emailed to property.tax@pima.gov with the subject line titled "New Assignment Bidder XXXX" with the investor's bidder number. The request should be in your priority order; the most desired lien listed first and the least desired lien listed last.

The Treasurer's Office will accumulate all submitted requests received by 5:00 PM April 1st and identify the bidders who have complied with the procedures listed. Those bidder numbers will be assigned a priority by lot. For example, we may place each bidder number on a piece of paper and draw them out of a hat. The first number drawn will receive the first 10 liens on their list; the second number drawn will receive the first 10 liens on their list that are still available and so on. We will continue until each bidder has had a selection opportunity or until there are no available parcels that have been requested. If there are available parcels, we will go through another round in the same order bidders were originally assigned.

If your deposit is insufficient to cover the cost of the liens that you have been awarded, we will contact you with the additional amount due. You will have 5 business days for us to receive the additional amount due. If we do not receive the additional amount due within that time frame, all of the liens we have assigned to you will be reassigned to other bidders. We cannot process the sale of your liens unless we have payment in full. Any overpayment will be refunded to you.

Sample New Assignment Bidder Spreadsheet

Bidder Number	State Code	Purchase Amount
4779	123456780	520.00
4779	30452777A	1246.25
4779	114561110	727.43
4779	214045550	215.00

Sample New Assignment Bidder CSV Data File

4779, 123456780, 520.00,
4779, 30452777A, 1246.25,
4779, 114561110, 727.43,
4779, 214045550, 215.00,