

Tax Certificates are now easier than ever to order! Through our new online system, TaxQCert, simply enter your property information, make payment for the certificate and submit your request to our team of experts who will complete the Tax Certificate and send it back to you within \*24-48 hours. If you have any questions, please contact our Customer Service Team: taxcertificate@nationaltaxsearch.com.

NTS Tax Certificate product may also be offered as a full contract with monthly billing for Customers ordering larger monthly volumes. Please contact our sales team at <a href="mailto:sales@nationaltaxsearch.com">sales@nationaltaxsearch.com</a> if you would like to be setup with a full contract.

To order a Tax Certificate, go to our website <a href="www.nationaltaxsearch.com">www.nationaltaxsearch.com</a>.

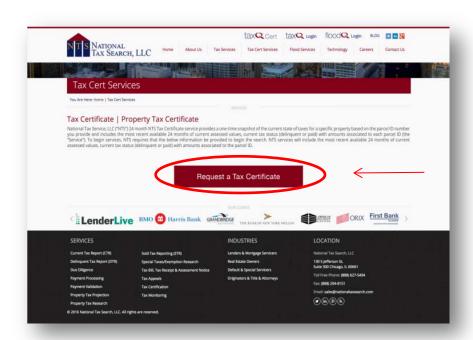
Step 1: click on the TaxQ Cert link found at the top of the main menu.



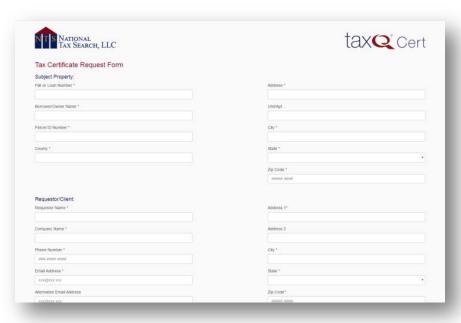
\*Normal processing time is 24-48 hours; tax certificates may take as long as 10-15 business days if data is unavailable from the jurisdiction.



# **Step 2:** Request a Tax Certificate: click on the Request a Tax Certificate button.



**Step 3:** <u>Tax Certificate Request Form:</u> Fill out the property information, as well as your contact information.



Make sure to complete the ReCaptcha on the bottom of the page and then click the submit button.





# **Step 4:** <u>Tax Certificate Order Review:</u> Once reviewed, accept the Terms and Conditions and make payment through PayPal.



**Step 5:** <u>Tax Certificate Order Confirmation:</u> An email confirmation is sent back; there is a link in the body of the email, for use in checking the status of a certificate.

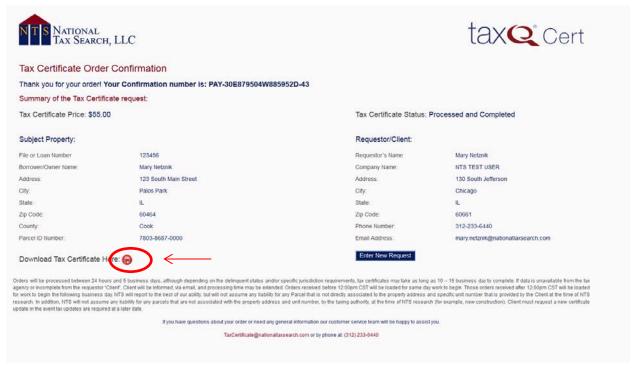




# **Step 6:** Completed Tax Certificate: You will receive an email that your Tax Certificate has been processed and completed; click on the link to obtain the certificate to download.



# **Step 7:** <u>Download the Tax Certificate:</u> Click on the Download icon to obtain the Tax Certificate.





## **Step 8:** Completed Tax Certificate: The completed Tax Certificate is delivered in a PDF format.



**NOTE:** Cost for the certificate will be notated at bottom each certificate.



#### **EXCLUSIONS AND CONDITIONS OF TAX CERTIFICATES**

The information contained in this certificate is compiled from public records with the Agency identified and the Agency has not certified this information nor is it guaranteed. All applicable Ad Valorem taxes on the above referenced property(s) are found to have the status provided as of the "Date Prepared". NTS is not liable for any changes made to the tax records or tax payment status after this date. This certificate may not include any Non Ad Valorem Taxes, including but not limited to Mineral Taxes, Personal Property Taxes, Mobile Home Taxes, or Fire Taxes. Any use of this certificate or data contained in this certificate other than the contracted entity or user is strictly prohibited, and NTS expressly disclaims any liability of any unauthorized use.

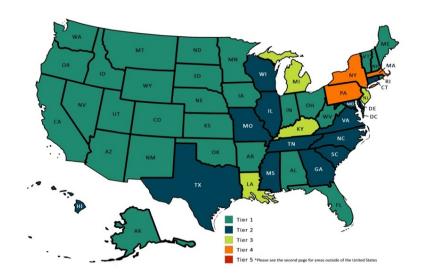
NOTE: The Due By Date listed is the last day to make payment before there are additional penalties and/or interest added to the amount to be paid. In the case of a Discount Due Date, the date is the last day to make payment before the amount to be paid is the next discount amount listed or gross tax listed to be paid. Due by dates for taxes not yet released are estimated/ projected dates

NOTE: Additional Agency information for this file is available and can be viewed on TaxQ.



## **Tax Certificate Pricing**

Tier 1 - \$35.00; Tier 2 - \$55.00; Tier 3 - \$75.00; Tier 4 - \$100



**Tier One:** Alabama, Alaska, Arizona, Arkansas, California, Colorado, District of Columbia, Florida, Idaho, Indiana, Iowa, Kansas, Maine, Minnesota, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Dakota, Utah, Vermont, Washington, West Virginia, Wyoming

**Tier Two:** Connecticut, Delaware, Georgia, Hawaii, Illinois, Maryland, Mississippi, Missouri, North Carolina, South Carolina, Tennessee, Texas, Virginia, Wisconsin

Tier Three: Louisiana, Kentucky, Michigan, New Jersey

Tier Four: Massachusetts, New York, Pennsylvania



## Contract Terms & Exclusions That Are Listed Online When Ordering and Accepted

## **Terms and Conditions Order Processing Time:**

Orders will be processed between 24 hours and 5 business days for Tiers 1 – 3 and 5 to 10 business day for Tier 4 (see Tier Maps on second page of this document), although depending on the delinquent status and/or specific jurisdiction requirements, tax certificates may take as long as 10 – 15 business day to complete. If data is unavailable from the tax agency or incomplete from the requestor "Client", Client will be informed, via email, and processing time may be extended. Orders received before 12:00pm CST will be loaded for same day work to begin. Those orders received after 12:00pm CST will be loaded for work to begin the following business day. NTS will report to the best of our ability, but will not assume any liability for any Parcel that is not directly associated to the property address and specific unit number that is provided by the Client at the time of NTS research. In addition, NTS will not assume any liability for any parcels that are not associated with the property address and unit number, by the taxing authority, at the time of NTS research (for example, new construction). Client must request a new certificate update in the event tax updates are required at a later date.

### **Exclusions and Conditions of Tax Certificates:**

NTS does not assume any liability for any inaccurate parcel or address you provide. NTS will not assume any liability for any parcel that is not directly associated to the property address and specific unit number you provide. In addition, NTS will not assume any liability for any parcel that is not associated with the property address and unit number, by the taxing authority, at the time of NTS research (for example, new construction). The information provided in the Tax Certificate is compiled from public records with the agency identified. The agency has not certified this information, nor is it guaranteed. All tax detail provided is as of the date of the tax certificate. NTS is not liable for any changes that are made to a tax record or payment status, after the date prepared. The requested certificate may not include any Non Ad Valorem Taxes, including but not limited to Mineral Taxes, Personal Property Taxes, Mobile Home Taxes, or Fire Taxes. Information provided by NTS is for business proposes only. Information used from this certificate by someone other than the contracted entity or person signing this agreement, is strictly prohibited, and NTS disclaim any liability of any unauthorized use.



#### TERMS AND CONDITIONS FOR SERVICES

**APPLICABILITY**. These Terms and Conditions for Services (these "**Terms**" and together with the foregoing pages, the "Agreement") are the only terms that govern the provision of Services by National Tax Search, LLC ("**Provider**") to the recipient of the Services ("**Customer**").

- 1. ENTIRE AGREEMENT. The Agreement (i) represents the final and complete understanding of the parties, and (ii) supersedes all prior and contemporaneous understandings, agreements, negotiations, communications, representations and warranties, whether written or oral, and (iii) no terms of any document or form submitted by Customer shall be effective to alter or add to the Agreement regardless of whether or when Customer has submitted same. Customer's acceptance is expressly limited to the terms of the Agreement. Any proposal for additional or different terms or any attempt by Customer to vary the Agreement is hereby deemed material and is objected to and rejected. The provision of Services to Customer does not constitute acceptance of any of Customer's terms and conditions and does not serve to modify or amend the Agreement. If a written contract signed by both parties is in existence covering the provision of Services covered hereby, the terms and conditions of said contract shall prevail to the extent it is inconsistent with these Terms. PROVIDER MAY CHANGE, ADD OR DELETE ANY PART OF THESE TERMS AT ANY TIME AND ONLY THE TERMS IN EFFECT AT TIME OF SERVICES SHALL APPLY.
- 2. **RESPONSIBILITIES**. Customer acknowledges and agrees that (a) delivery dates are estimates only, and (b) performance of the Services shall be dependent on the timely completion of Customer's responsibilities and obligations under this Agreement. Customer shall: (i) provide such information as Provider may request and ensure that such information is complete, sufficient and accurate in all respects; (ii) obtain and maintain all necessary licenses and consents; (iii) be responsible for its use of any deliverables from the Services (the "Deliverables") and the consequences of any instructions given by Customer to Provider; and (iv) comply with all applicable Laws at all times.
- 3. INTELLECTUAL PROPERTY. Except as expressly agreed to in writing signed by the parties, all intellectual property rights, including, without limitation, copyrights, patents, and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how, confidential information, together with all of the goodwill associated therewith, derivative works and all other rights (collectively, "IP Rights") in and to all documents, work product and other materials that are delivered to Customer under the Agreement or prepared by or on behalf of the Provider in the course of performing the Services shall be and remain owned by Provider.
- 4. PRICES; TAXES. Prices quoted are based on the specific Services and the price at the time of acceptance by Provider and are subject to change without notice. Clerical errors are subject to correction without liability to Provider. Customer shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties, charges and assessments ("Taxes") of any kind imposed by any foreign, federal, state or local governmental entity on any amounts payable by Customer hereunder. If Provider pays any Taxes, Customer shall, upon demand, immediately reimburse Provider for such amounts.
- 5. PAYMENT. Unless otherwise provided on Provider's proposal or invoice, all payments are cash in advance. No discounts shall be taken unless specifically allowed in writing by Provider. All amounts due Provider from Customer shall be paid without abatement, deduction, or setoff. Invoices not paid when due are subject to a late payment service charge of the lesser of 1.5% per month or, if lower, the highest rate permitted under the law, calculated daily and compounded monthly. If Customer fails to make any payment when due, Customer shall be liable for all costs and expenses of collecting past due amounts, including, without limitation, attorneys' fees and costs, and Provider may suspend performance for all Services until payment has been made in full.
- 6. WARRANTIES. Customer represents and warrants that (i) it has the requisite power, authority and capacity to enter into the Agreement and to perform the obligations required of it hereunder; (ii) the execution and delivery of the Agreement and the consummation of the transactions contemplated hereby have each been duly and validly authorized by all necessary action; (iii) it has or has obtained all necessary authority to order the Services provided by Provider; (iv) it has or has obtained all the necessary consents from any affected third parties to provide the information and documents to Provider in connection with the Services; and (v) all information, templates and documents provided by or on behalf of Customer to Provider hereunder, or otherwise modified by them or at their request, will comply in all respects with applicable law and the requirements of all applicable jurisdictions.
- 7. PROVIDER WARRANTIES. PROVIDER PROVIDES THE SERVICES WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED. PROVIDER DISCLAIMS AND EXCLUDES ANY AND ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, SUITABILITY AND FITNESS FOR A PARTICULAR PURPOSE, IRRESPECTIVE OF ANY COURSE OF DEALING OR PERFORMANCE, CUSTOM OR USAGE OF TRADE. CUSTOMER SHALL BE SOLELY RESPONSIBLE FOR THE SELECTION, USE AND SUITABILITY OF THE SERVICES AND PROVIDER SHALL HAVE NO LIABILITY THEREFOR. NO EMPLOYEE OR AGENT OF PROVIDER IS AUTHORIZED TO MAKE ANY STATEMENT THAT ADDS TO OR AMENDS ANY OF THE WARRANTIES OR LIMITATIONS CONTAINED IN THE AGREEMENT. PROVIDER IS NOT ENGAGED IN RENDERING LEGAL OR OTHER PROFESSIONAL ADVICE OR SERVICES. THE SERVICES DO NOT INCLUDE THE PROVISION OF LEGAL, ACCOUNTING OR OTHER PROFESSIONAL ADVICE AND SHOULD NOT BE RELIED UPON AS SUCH. IF LEGAL OR OTHER EXPERT ASSISTANCE IS REQUIRED, CUSTOMER SHOULD CONSULT WITH ITS LEGAL COUNSEL OR OTHER APPROPRIATE ADVISORS. Provider is not an insurer with regard to the Services. The fees for Services rendered, as well as the limitations of remedy, damages and liability reflect the risks assumed by the respective parties. Provider and its data providers cannot and do not accept any liability for delays, errors or omissions in the information provided by state or other governmental or third party information providers or filing or recording systems, nor does Provider accept any liability with respect to the disclosure or Customer's use of information or records that may contain personally identifiable information. Any contract created between Provider and Customer is subject to the specific conditions that Provider is not obligated to provide insurance or indemnify Customer.



- 8. LIMITATIONS. IN NO EVENT SHALL PROVIDER BE LIABLE TO CUSTOMER OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR DIMINUTION IN VALUE, OR FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, DIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL PROVIDER'S AGREGATE LIABILITY ARISING OUT OF OR RELATED TO THE SERVICES, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO PROVIDER PURSUANT TO THE APPLICABLE ORDER GIVING RISE TO THE CLAIM.
- 9. INDEMNIFICATION. Customer shall defend, indemnify and hold Provider, its affiliates and their respective officers, directors, members, managers, representatives, agents and employees harmless from and against all claims, suits, demands, losses, liabilities, damages (including injury and death) and expenses (including reasonable attorneys' fees), arising out of or relating to: (a) Customer's or its agents provided specifications, design, structure, operation, material or method of performing Services including IP Rights; (b) Customer's non-compliance with any foreign, federal, state or local law ("Laws"); and (c) breach of the Agreement by Customer.
- 10. CONFIDENTIALITY. All non-public, confidential or proprietary information of Provider is confidential, solely for the use in performing hereunder and may not be disclosed, used or copied unless authorized in advance by Provider in writing.
- 11. FORCE MAJEURE. Provider shall not be liable or responsible to Customer, nor be deemed to have defaulted or breached the Agreement, for any failure or delay when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Provider.
- 12. TERMINATION. The Agreement does not obligate Provider to provide Services. Provider may cease work or terminate the Services, in whole or in part, at any time, without liability, without notice to Customer. In all cases, Provider's rights are cumulative, are not exclusive and in addition to all other rights and remedies it may have at law or in equity. No termination shall affect any accrued rights or obligations of either party as of the effective date of such termination.
- 13. WAIVER. No waiver by Provider is effective unless expressly set forth in writing and signed by Provider, and no failure to exercise, or delay in exercising, any rights, remedy, power or privilege operates or may be construed as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder by Provider precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege by Provider.
- 14. GOVERNING LAW AND VENUE. The Agreement shall be construed in accordance with the laws of the State of Illinois without regard to any rules on conflicts of laws. The state and federal courts of the State of Illinois shall have exclusive jurisdiction over any dispute or claim arising out of or in connection with the Agreement, their subject matter, or the parties' performance thereof. Customer hereby consents to personal jurisdiction in the State of Illinois.
- 15. MISCELLANEOUS. Customer may not assign any of its rights or obligations hereunder without Provider's prior written consent. There are no third-party beneficiaries. Provisions which by their nature should survive will remain in force after any termination or expiration. The section titles and headings are included solely for the convenience of the parties. The invalidity, illegality, or unenforceability of any term or provision of the Agreement shall not affect any other term or provision of the Agreement.

