

Sample Personal Property Letter to Lienholder

Form PT-114D
PT-114d.ai Rev. 12/99

Lienholder Name
Attn: Lienholder Representative
Main St.
SLC, UT 84000

Certified Mail

Letter date
Parcel number
Tax period(s)
Balance due
Due date

RE: Delinquent Personal Property Taxes

To whom it may concern,

Our records indicate "LIENHOLDER NAME" has a secured interest in personal property of the business owner listed above. Pursuant to UCA §59-2-1302 and S59-2-1303, the amount of tax assessed upon personal property shall be considered delinquent if not paid within 30 days of the mailing of the notice of taxes. Unless the taxes are paid within the period, the assessor shall collect the taxes, including accrued interest, by seizure and sale of any personal property owned by the person against whom the tax is assessed. The property taxes on this account are seriously delinquent.

Attempts to collect the above taxes voluntarily from the taxpayer have failed. Although the county assessor's office is not required to notify secured parties of our intent to seize the property, we do feel obligated to notify you so that you may protect your interest in the property. Payment will need to be made on or before the due date above in order to forestall the seizure process. Seizure and sale collection procedures have been initiated, and unless full payment is received, the sale will occur on ("DATE"), at ("TIME"), at ("PLACE"). If you no longer have a secured interest in this property, please forward a release of lien to our office immediately. Should you have any questions feel free to contact our office at the address or telephone number listed below. Your cooperation is greatly appreciated.

Respectfully,
County Assessor

<p>County Assessor (address and telephone)</p>
