

ACT ID STATUS

1. DISCOVERY	Files are being worked by Case Managers and Mail Clerk. We are attempting to establish contact with claimants. We have skip traced claimant information and are calling and mailing on rotation to applicable phone numbers and addresses. We also try to contact relatives and associates.
2. Dead File	Surplus File is dead/can possibly be reopened in the future.
3. File Destroy	File has been destroyed for whatever reason/physical file was shredded/all files except Surplus. Files are destroyed when there is no possibility of the file being worked now or in the future.
4. WWO	Working with other (any company or attorney). If the claimant is working on the funds with an outside company, we cannot work the file.
5. NCR	No Contact Requested
6. UTL	Unable to Locate. We were unable to locate the claimant/no search results on skip tracing software.
7. NCM	No Contact Made/End of Rotation. We have made multiple attempts to contact the claimant(s). After several tries and no response back, we will put the file off to maybe attempt at a future date.
8. Deceased	Contact is deceased.
9. Property Condition	Not working file due to the condition of the property. All files are underwritten, part of underwriting is we check condition via google maps and or tax assessor's website. If we deem the property to be in a condition that would not be able to be resold, we will not work the file.
10.Expired	File Expired/Auction date, Redemption date or Surplus Funds expired
11.WFU	Will follow up with claimant(s)
12.DIY	Do it Yourself/claimant has decided to retrieve funds on their own
13.ICW-Phonetag	Case Manager is in contact with claimant (talking back and forth)
14.ICW-Negotiations	We are in contact and negotiating an offer with the claimant/owner
15.ICW-Offer Made	We are in contact and have made an offer to claimant/owner
16.ICW-Offer Accepted	File in process of getting signed/in contact with
17.ICW-Offer Rejected	We made offer, claimant has rejected our offer
18.ICW	In Contact With
19.ICW W/ NDR	In contact with and notary returned files back/process of assigning attorney

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20.Sent To Attorney	Contract was made/ attorney is assigned and working on file
21.Deed Recorded	Deed Flips: received confirmation from clerk/deed was recorded
22.In Petition	We are in court/ working on it
23.Sent to Clerk	Deed was sent to clerk, waiting on conformation that deed was recorded
24.DEAD DO NO OPEN	Dead file that should not be opened for a good cause.
25.Granted	Working case/ has been granted, waiting for clerk
26.Heir is a minor	Not working file until heir is of age
27.Close	At least attempted retrieval, files is closed
28.\$Gone	Surplus money is gone file cannot be worked. This is when the surplus funds is no longer available to be claimed either by the owner claiming on their own (without us) or by expiration of claim period.
29.Redeemed	Claimant reversed sale, file cannot be worked. Owners can redeem the property before and sometimes after the sale by paying off the owed debt.
30.Unable to locate	Unable to locate the claimant
31.Vacated sale	Vacated/cancelled sale, file cannot be worked
32.Sale rescheduled	Surplus file was turned in, can't currently work file. Sale was rescheduled, open for new researcher to turn in when sold again