



DELINQUENT TAX NOTICE & DEADLINE TRACKER

Log each notice, deadline, contact, payment, court event and the date that matters.

A PRACTICAL CONTROL SHEET FOR URGENT PROPERTY-TAX RECORDS.

FIRST RESPONSE

Open, verify and calendar every notice

A delinquent-tax file can include county, city, court, attorney, mortgage-servicer, or tax-sale documents. Use the notice itself - not memory - to record the deadline, amount, case number, and contact channel.

Urgent: do not wait to ask for help

If a notice mentions a lawsuit, judgment, tax sale, auction, order confirming sale, redemption, foreclosure, or a court date, contact the listed office and a qualified Tennessee attorney promptly. This worksheet does not extend any deadline.

PROPERTY ADDRESS	PARCEL / TAX ID
OWNER(S) ON TAX RECORD	MAILING ADDRESS ON RECORD
COUNTY TAX ACCOUNT	CITY TAX ACCOUNT / CASE NUMBER

First-day checklist

- ☐ Save the full notice, envelope, attachments, and front / back scans.
- ☐ Confirm the parcel, owner, tax years, amount, and issuing office.
- ☐ Write the earliest stated deadline in the tracker and calendar reminders.
- ☐ Call a verified published number; record the representative and reference number.
- ☐ Ask whether collection, lawsuit, sale, or redemption activity is already underway.
- ☐ Request a written balance and written instructions for any available resolution option.

EVIDENCE LOG

Delinquent-tax notice tracker

Use one row for every letter, email, posting, court filing, certified-mail item, or phone notice. Attach a copy with the same row number.

#	Notice / sender	Tax years / amount	Date on notice	Received	Deadline / event	Response / file name

Certified-mail and posting notes

Tracking number(s): _____
 Who accepted / where posted: _____ Date observed: _____
 Photos / envelope saved as: _____

CALENDAR CONTROL

Deadline and contact tracker

Record the date exactly as stated, what must happen by that date, and how you will prove completion. Use multiple reminders for urgent events.

Priority	Date / time	Required action or event	Agency / court / person	Reminder dates	Completed / proof

Suggested priority labels

RED - sale, court, redemption, foreclosure, or same-week event | AMBER - payment, document, or response due within 30 days | GRAY - monitoring or follow-up

RESOLUTION RECORD

Contacts, payments and written confirmations

A verbal conversation is not the same as a filed court document, posted payment, released lien, or written agreement. Keep the receipt, confirmation number, and updated status for every action.

Date	Office / person	Method	What was requested / agreed	Reference / receipt	Next step

Payment date	Amount	Applied to tax year / charge	Method	Confirmation	Balance after

Payment-plan questions

- ☐ What taxes, fees, interest, legal costs, and years are included?
- ☐ Does collection or sale activity pause, and under what written conditions?
- ☐ What is the down payment, monthly due date, final date, and default consequence?
- ☐ How will each payment be credited, and where can an updated balance be obtained?

TAX SALE AND REDEMPTION

Verify the exact legal stage immediately

Shelby County's current guidance states that delinquent property may be sold at public auction and that redemption after sale depends on legal and factual details. The Trustee does not handle the court redemption procedure.

Redemption periods can be very short

The Shelby County Trustee currently describes periods that may be 1 year, 90 days, or 30 days based on delinquency and vacancy status, with a separate federal rule when the IRS holds a lien. Do not calculate your deadline from this summary. Obtain the court record and legal advice now.

Official starting points - reviewed August 28, 2026

Shelby County Trustee tax-sale overview: shelbycountytrustee.com/108/Tax-Sale

Payment arrangements: shelbycountytrustee.com/92/Payment-Arrangements

Right of redemption: shelbycountytrustee.com/163/Right-of-Redemption

Shelby County Trustee: (901) 222-0200

CURRENT STAGE CONFIRMED BY	DATE / TIME
EARLIEST DEADLINE STATED	COURT / SALE / CASE NUMBER
ATTORNEY OR ADVISER	IMMEDIATE ACTION

Educational tracker only. It is not legal, tax, title, financial, or foreclosure advice and does not determine a deadline. Notices, court orders, statutes, and official records control. Confirm all facts with the issuing office and a qualified professional.