



861 SW 78th Avenue, Suite 102
Plantation, Florida 33324

May 21, 2025

Williams County Clerk of Courts
1 Courthouse Sq, 3rd floor
Bryan, OH 43506

RE: NOTIFICATION OF LICENSE FEE ADJUSTMENT FOR ONLINE SHERIFF SALES

Attention: Nicolas R. Lanzer,

This letter is to inform you of an upcoming adjustment to our license fee structure for cases provided for the online Sheriff Sales hosted by Realauction.

Our current contract with the State of Ohio (0A1186) expires on June 30th, 2025. We have negotiated a new Master Cloud Services Agreement (#MCSA026222) with the State of Ohio which is effective July 1, 2025.

The new license fee for cases added to Realauction's software will be \$500 per case. These transaction license fees will be calculated and collected by the Clerk of Court as part of costs at the time of filing a praecipe. The transaction license fee is a one-time-fee regardless of the disposition of the case. For further clarification, please see the Billing Policy for Mortgage and Treasurer cases which are attached.

We understand that fee adjustments take time to implement and that you must notify the public of the fee modification when the cases are filed by the Plaintiff. In provide ample time to effect the change, the new per case license fee amount will be billed starting December 2025 for cases from November 2025.

We are committed to providing you the highest quality of service and are confident that this change will enable us to continue to do so. If you have any questions or concerns regarding the license fee adjustment, please do not hesitate to contact me at _____ or via email at _____

Best Regards,

A handwritten signature in black ink, appearing to read "Daphne Crum", written over a horizontal line.

Daphne Crum
Director of Project Management

MORTGAGE CASES BILLING POLICY

Our Master Cloud Services Agreement (MCSA026222) with the State of Ohio through the Department of Administrative Services states that there is a \$500 license fee per case collected at the time the Plaintiff files the praecipe with the courts. Below are the invoice rules:

- This is a one-time fee no matter the disposition of the case and is due after the case is uploaded onto the auction software the first time.
- The case can be listed on the site as many times as needed without the fee needing to be paid again (Example - the case gets listed on auction site, then goes into bankruptcy. The license fee is owed when the case gets inserted the first time on the auction site. However, the license fee would not need to get paid again when it comes out of bankruptcy 2 years down the road and relisted on the site. If the case number stays the same, it would not get charged a second time when it is paid for the first time it is inserted into the auction website).
- In the instance where there is one case number with multiple parcels and the courts order the parcels to be sold separately, the \$500 license fee applies to each parcel sold separately. For the case to have multiple listings on our auction site, the Sheriff's office must add an appendage (i.e., A or B) to the end of case number so that multiple listings of the same case can be added to the auction website. This will add multiple \$500 license fee items to the monthly invoice with the same case number and added appendage. Each item with the added appendage would have to be paid \$500 for each one (Example – 22CV123A & 22CV123B).
- Realauction invoices the Clerk of Courts on the 4th business day of each month for all new cases inserted into the auction software from the previous month (i.e., Sheriff's office sends us cases on January 21st for a sale day of February 23rd. We would send an invoice for those cases given to us on February 4th for all cases sent to us in the month of January).
- In most cases, the payment for this invoice gets paid PRIOR to the case being auctioned on the website.
- Invoices are sent each month via email to the contact(s) in the Clerk of Courts that was given to us by the Sheriff's office at time of setup.
- Invoices are sent in Excel Format with multiple tabs:
 - Tab 1: Billing Invoice – is a total due invoice including all cases
 - Tab 2: Bill Calculations
 - Tab 3: Case Details – lists each case included in the invoice with case number, add date and sale date
- Since the \$500 fee is collected up front, invoices should be paid within 30 days of receipt.



TREASURER CASES BILLING POLICY

A separate invoice will be created for Tax Lien Foreclosure and Tax Sale Cases. Below are the specifics for this policy:

- Just like Mortgage Cases Invoicing, we will email this invoice the beginning each month for any cases imported into the auction website from the previous month (i.e., Sheriff's office sends us cases on January 21st for a sale day of February 23rd. We would send an invoice for those cases given to us on February 4th for all cases sent to us in the month of January).
- The \$500 per case is a one-time fee and may be listed on the auction site as many times as needed.
- The case will only be billed after the 1st time it hits the auction website.
- Even though the billing is done up front for these cases, the \$500 per case fee for Tax Foreclosures and Tax Sales payment does not need to be paid in advance like the mortgage cases. Below is the policy for Tax Lien Foreclosure and Tax Sale case payments:
 - If the invoiced case is either REDEEMED by the homeowner or SOLD on the auction site, we expect the \$500 license fee per case to be paid. We understand that payment for these cases will take time after the sale is complete and final payments are settled.
 - If the invoiced case does not sell and gets struck off to the State of Ohio and/or an Auditor Sale, the \$500 fee will be waived. We would need someone from either the Treasurer's office, the Prosecuting Attorney's office or the Clerk of Courts office to let Realauction Finance (finance@realauction.com) know via email that this case will not be paid due to the case being struck off. ***we need an official email letting us know the specific cases to get struck off since our finance department is not monitoring sold and unsold cases and we have no way of knowing when each county strikes off these treasurer cases to a land bank or the state.***
- Case payments for this invoice get paid AFTER the case goes through the sale process and know that some cases will have delayed payments.
- Invoices are sent each month via email to the contact(s) in either the Clerk of Courts or Treasurers Office that was given to us by the Sheriff's office at time of setup.
- Invoices are sent in Excel Format with multiple tabs:
 - Tab 1: Billing Invoice – is a total due invoice including all cases
 - Tab 2: Bill Calculations
 - Tab 3: Case Details – lists each case included in the invoice with case number, add date and sale date

