

## Registration Requirements and Sale Instructions

Effective August 2021- All prospective bidders are required to pre-register at least 10 days prior to the Upset/Judicial Sales.

In order to register, a Bidder registration form must be submitted in person at the Tax Claim Bureau office with the following information: 1. The individuals name, address, and phone number; or 2. The applicants business name, including the name of all officers, business address and phone number; or 3. The names, business addresses and phone numbers of all members, managers and any other persons with any ownership interest or right in the limited liability company.

Additionally an affidavit of bidder must be filed stating the applicant 1. Is not delinquent in paying real estate taxes and has no municipal utility bills more than one year standing; 2 is not bidding for or acting as an agent for a person who is barred from participating in the sale; and 3 has not engaged in or permitted an uncorrected housing code violation, failed to maintain property in a reasonable manner such that the property posed a threat to health, safety or property, or permitted the use of property in an unsafe, illegal or unsanitary manner such that the property posed a threat to health, safety or property.

All forms and a \$20.00 registration fee must be submitted to the Tax Claim Bureau in person between August 19, 2024 and August 30, 2024. No registrations will be accepted after August 30, 2024. NO EXCEPTIONS!!

### Forms required for registration:

1. Bidder registration form
2. Affidavit for all owners going to be listed on the deed or for a business
3. Copy of photo license for all affidavit signers

Any person who signs a bidder registration knowing that it contains a false statement shall be subject to prosecution for the commission of a misdemeanor of the second degree.

Once all forms have been received, it is the Tax Claim Bureau's responsibility to forward all information to the Municipalities for review at least 5 days before the sale.