

PROCEDURES FOR THE PURCHASE OF REPOSITORY LIST PROPERTIES

CLINTON COUNTY TAX CLAIM BUREAU
Clinton County Courthouse
230 East Water Street
Lock Haven, PA 17745
(570) 893-4004

Distribution of Lists

Repository List properties are available for purchase throughout the year. A list of unsold repository properties may be obtained from the Clinton County Tax Claim Bureau ("Bureau") either at the office for a cost of \$0.25/page or via U.S. mail at a cost of \$10.00 per copy. All repository lists will include an Offer to Purchase from Repository form and Affidavit of Bidder forms. The list is updated as necessary by the Bureau. However, all potential bidders are advised to contact the Bureau prior to submitting bids to insure that a property has not been sold. The Bureau will not have information on whether any bid(s) have been submitted on any particular repository property.

Submission of Bids

Offers to purchase repository list properties must be submitted in writing on the Offer to Purchase from Repository form provided by the Bureau. The offer to purchase form must be completed in full. Incomplete forms will be rejected. The minimum bid is \$500.00 per parcel or \$100.00 per trailer. Municipalities may bid on repository properties located within the municipality with no minimum bid. *Municipalities are still responsible for the costs outlined below, except real estate transfer taxes, and must submit costs with the bid.*

Bids may be submitted to the Bureau office in person or via the U.S. mail with notarized proof of identity in a sealed envelope. All bids must be marked on the outside of the sealed envelope as *"Repository Bid" without any notation as to the property being bid on or the bid amount.* Once submitted, bids will be time and date stamped and held by Bureau until bids are next reviewed. All costs and fees must be submitted with the bid. All funds must be made payable to Clinton County Treasurer in the form of a money order, cashier's check or other bank certified funds. Cash is also accepted for payment. In addition to the bid amount, the bidder must include the following additional amounts in the payment:

- (1) \$100.00 non-refundable administrative processing fee
- (2) \$72.00 recording fee (unless property is a trailer without real estate)
- (3) \$15.00 UPI stamp fee (unless property is a trailer without real estate)
- (4) 2% of the bid amount for real estate transfer taxes (unless property is a trailer)

Example: For a bid of \$1,000.00 on a property, the bidder must submit funds in the amount of \$1,207.00 broken down as follows:

\$1,000.00	bid amount
\$ 100.00	administrative processing fee
\$ 72.00	recording fee
\$ 15.00	UPI stamp fee
\$ 20.00	2% real estate transfer tax
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\$1,207.00	TOTAL

Qualification of Bidder

All bidders, with the exception of municipalities bidding on repository properties contained within the municipality, must return a completed and notarized Affidavit of Bidder with the submission of all bids indicating that the bidder: (1) does not owe delinquent real estate taxes in Clinton County; (2) does not have any outstanding municipal utility bills in Clinton County; (3) is not the owner or associated with the owner of the property being bid on; and (4) has not had a landlord license revoked in Clinton County. The Affidavit of Bidder will be provided by the Bureau with the repository list.

The Bureau will upon the opening of bids verify the information contained in the Affidavit of Bidder. If the information in the Affidavit of Bidder is found to be false, the bid will not be accepted and the administrative processing fee will be retained by the Bureau. The remaining portion of the bid will be returned to the bidder.

Processing of Bids

All bids received by the Bureau will be collected and held by the Bureau for opening and review three (3) times annually. Bids will be opened on February 1st, June 1st and October 1st or, if not a business day, the following business day of each year. *If more than one bid is submitted for a property, the highest bid will be accepted by the Bureau subject to bidder qualifications.* If more than one bid for the same dollar amount is received, all bidders with identical high bids will be notified to submit a second sealed bid by a specifically stated deadline. The second bids will be time stamped to reflect the date and time of receipt by the Bureau and all bids will be opened on the specified date. *The highest second bid will be accepted by the Bureau, subject to bidder qualifications.* In the event that two or more sealed second bids are the highest bid but the same amount, the Bureau will accept the bid bearing the earliest time stamp.

Following the opening of bids and the verification of qualification of the bidder, the Bureau will forward acceptable bid(s) to the Clinton County Commissioners (“Commissioners”) for approval or rejection. The Commissioners will review and act upon all bids within thirty (30) days of receipt from the Bureau.

Upon written consent to a bid by the Commissioners, the accepted bid will be forwarded by the Bureau to the other appropriate taxing authorities (i.e., municipality and school district) for approval by written consent.

If the bid is rejected by any of the taxing authorities, a letter of rejection will be mailed to the bidder along with a refund of the total amount submitted less the administrative processing fee. If the bidder requires further information regarding the rejection they are advised to contact the taxing authority that rejected the bid.

When approved by all taxing authorities, the bidder will receive notification from the Bureau advising that the specific bid has been approved. The deed(s) will be processed (after funds have cleared) and mailed to the purchaser in a timely manner.

Any questions regarding repository properties should be directed to the Bureau.

OFFER TO PURCHASE FROM REPOSITORY

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230 East Water Street
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NOTICE: It is expressly understood and agreed that the purchaser, as acknowledged below, is aware of all potential risks involved in this sale. The Tax Claim Bureau does not convey title by general warranty and is held harmless from any effects of such potential risks or defects in title.

By statute, repository bids require the approval of all three of the taxing authorities (county, municipality & school district) in which the property is located. The Director of the Tax Claim Bureau has the discretion to disapprove any bid.

The successful bidder is required by statute to confirm that he/she is not delinquent in paying real estate taxes for any property assessed to them in Clinton County and does not have municipal utility bills, where the property is located, that are more than one year outstanding.

All funds must be made payable to Clinton County Treasurer in the form of a money order, cashier's check or other bank certified funds. Cash is also accepted for payment. *A \$100.00, non-refundable, administrative processing fee, along with the full repository bid amount plus costs, is to be deposited by the bidder at the time that the bid is placed.* You are advised to consult your attorney with any legal questions regarding the purchase of this property. _____ (Please Initial)

*******BID*******

I/we hereby submit a repository bid offer in the amount of \$_____ (minimum \$500.00 per parcel or \$100.00 per trailer) for the property assessed in the name(s) of the following owners/reputed owners:

Parcel No: _____

Property Address: _____

Municipality: _____ School District: _____

Printed Name(s): _____

Signature(s): _____

Mailing Address: _____

Date: _____

Phone: _____

COUNTY OF CLINTON, PENNSYLVANIA

ALL PROPERTIES ARE OFFERED FOR SALE WITHOUT ANY GUARANTEE OR WARRANTY WHATSOEVER, AS TO THE RECORD TITLE OR OTHERWISE, AND NO ADJUSTMENTS OF ANY KIND WILL BE MADE AFTER THE TAX CLAIM BUREAU HAS ACCEPTED YOUR BID. ALSO BE ADVISED THAT THE BUREAU DOES NOT GUARANTEE THAT THIS PROPERTY HAS NOT BEEN SLATED FOR DEMOLITION OR CONDEMNATION. FOR THAT REASON, BE ADVISED THAT IT WOULD BE PRUDENT TO CONDUCT YOUR OWN INSPECTION OF THE TITLE TO THE PROPERTY YOU ARE PURCHASING PRIOR TO PLACING YOUR BID.

I have read & acknowledge the above: _____ (Initial)

FURTHERMORE – BE ADVISED THAT YOU ARE NOT THE RIGHTFUL OWNER OF THE PROPERTY UNTIL YOU HAVE THE RECORDED DEED IN YOUR POSSESSION.

I have read & acknowledge the above: _____ (Initial)

DISQUALIFICATION FROM SALE

ANY PERSON WHO OWES DELINQUENT TAXES IN CLINTON COUNTY IS PROHIBITED FROM PARTICIPATING IN THIS SALE, EITHER INDIVIDUALLY OR THOROUGH AN AGENT. (FOR EXAMPLE: IF “MR. X” OWES DELINQUENT TAXES “MR. Z” IS FORBIDDEN FROM BIDDING ON BEHALF OF “MR. X.” IF “X” CORPORATION, TRUST OR ASSOCIATION, OWES DELINQUENT TAXES, NO OTHER CORPORATION OR INDIVIDUAL IS PERMITTED TO BID ON “X” CORPORATION’S BEHALF.) (RESTL, 72 P.S. § 5860.618)

***** BE ADVISED – SHOULD THE TAX CLAIM BUREAU DISCOVER THAT YOU ARE DELINQUENT IN TAXES OR MUNICIPAL UTILITY BILLS MORE THAN ONE YEAR OUTSTANDING ON ANY PROPERTY IN CLINTON COUNTY, YOU WILL NOT RECEIVE A DEED TO THE PROPERTY ON WHICH YOU BID AND YOU WILL FORFEIT YOUR PROCESSING FEE. (RESTL, 72 P.S. §§ 5860.619; 5860.619A)**

ADDITIONALLY, IF YOU ARE BIDDING ON PROPERTY LOCATED IN A MUNICIPALITY THAT HAS REVOKED YOUR RENTING PRIVILEGES; YOU ARE NOT PERMITTED TO BID ON ANY PROPERTY LOCATED IN THAT PARTICULAR MUNICIPALITY. (RESTL, 72 P.S. § 5860.601(D))

FURTHERMORE, I UNDERSTAND AND ACKNOWLEDGE THAT ALL SALES ARE **FINAL**. THERE WILL BE NO REFUNDS GIVEN UNDER ANY CIRCUMSTANCES.

I have read and acknowledge that I meet all bid requirements and agree to the bid terms set forth herein. _____ (Initial)

AFFIDAVIT OF BIDDER - INDIVIDUAL

**UPSET TAX SALE/JUDICIAL SALE/PRIVATE SALE/REPOSITORY
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF CLINTON**

Sale Type: _____ Parcel Number: _____

Legal Address: _____

I, _____ of _____,

having been duly sworn according to law depose and say as follows:

1. I am an adult citizen of the United States of America and am a bidder at the sale of the above-referenced property conducted by the Clinton County Tax Claim Bureau.
2. Pursuant to Section 619a of the Real Estate Tax Law, 72 P.S. Section 5860.619a, I hereby certify to the Clinton County Tax Claim Bureau that I am not delinquent in paying real estate taxes to any of the taxing districts in Clinton County, and that I have no municipal utility bills more than one year outstanding within any municipal jurisdiction in Clinton County.
3. Pursuant to Section 618 of the Real Estate Tax Law, 72 P.S. Section 5860.618, I hereby certify that I was not the owner of the above-referenced property immediately prior to any judicial, private or repository sale thereof by the Clinton County Tax Claim Bureau. I further certify that I am not a partner or a shareholder of the owner of the above referenced property, nor am I in any of the following legal relationships with the owner: trust, partnership, corporation or any other business association.
4. Pursuant to Section 601(d) of the Real Estate Tax Law, 72 P.S. Section 5860.601(d), I hereby certify that I have not had a landlord license revoked in any municipality within the County of Clinton, and I further certify that I am not bidding for, or acting as an agent for a person whose landlord license has been so revoked.

Printed Name of Bidder

Signature of Bidder

Sworn to and subscribed
before me this _____ day
of _____, 20__.

Notary Public

AFFIDAVIT OF BIDDER – BUSINESS

**UPSET TAX SALE/JUDICIAL SALE/PRIVATE SALE/REPOSITORY
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF CLINTON**

Sale Type: _____ Parcel Number: _____

Legal Address: _____

I, _____ of _____,

having been duly sworn according to law depose and say as follows:

1. I am the authorized representative of _____ and said business is a bidder at the sale of the above-referenced property conducted by the Clinton County Tax Claim Bureau.
2. Pursuant to Section 619a of the Real Estate Tax Law, 72 P.S. Section 5860.619a, I hereby certify to the Clinton County Tax Claim Bureau that said business is not delinquent in paying real estate taxes to any of the taxing districts in Clinton County, and that said business has no municipal utility bills more than one year outstanding within any municipal jurisdiction in Clinton County.
3. Pursuant to Section 618 of the Real Estate Tax Law, 72 P.S. Section 5860.618, I hereby certify that said business was not the owner of the above-referenced property immediately prior to any judicial, private or repository sale thereof by the Clinton County Tax Claim Bureau. I further certify that said business is not a partner or a shareholder of the owner of the above referenced property, nor is said business in any of the following legal relationships with the owner: trust, partnership, corporation or any other business association.
4. Pursuant to Section 601(d) of the Real Estate Tax Law, 72 P.S. Section 5860.601(d), I hereby certify that said business has not had a landlord license revoked in any municipality within the County of Clinton, and I further certify that said business am not bidding for, or acting as an agent for a person whose landlord license has been so revoked.

Printed Name of Bidder

Signature of Bidder

Sworn to and subscribed
before me this _____ day
of _____, 20____.

Notary Public