



#### COMMISSIONERS

Diana Irely-Vaughn  
Larry Maggi  
Nick Sherman

#### DIRECTOR

Debbie Bardella

## Washington County Tax Claim Bureau

95 West Beau St, Suite 525  
Washington, PA 15301

#### SOLICITOR

Blane A. Black

PHONE 724-228-6767

[www.washington.pa.us](http://www.washington.pa.us)

### PRE-REGISTRATION REQUIREMENTS

**Effective August 2021 per Act 33: ALL Prospective Bidders are required to pre-register prior to the sale date for Upset & Judicial.**

**Our 2021 Adjournment Sale is scheduled for November 24, 2021 at 10:00 AM in the Public Meeting Room, Courthouse Square Building, Room 103-104 located at 100 West Beau Street, Washington, PA 15301.**

**Registration begins for the Adjournment Sale 2021 at 9:00 AM on Monday, Nov. 8, 2021 & will conclude at 4:30 PM on Friday, Nov. 12, 2021.**

In order to register, a Bidder Registry Form must be submitted with the following information: (1) the individual's name, address and phone number; or (2) the applicant's 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; (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 must be submitted to the Tax Claim Bureau by the registration, which will be announced prior to each sale. **NO** registrations will be accepted after the cut-off date. **NO EXCEPTIONS!**

#### Forms & Fees required for registration:

- \$25.00 Registration Fee (Cash Only)
- Bidder Registry Form
- Copy of Photo ID
- Sale Conditions and Instructions
- Affidavit of Bidder (Note: All persons listed on the deed or Bill of Sale must complete an Affidavit.)

#### **If registering as a business, corporation, or LLC:**

- Copy of IRS Form SS-4
- List of all names, business addresses, and phone numbers for all members, officers, managers, partners, and/or any other persons with any ownership or right

*Per Act 33, 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 (relating to falsification to authorities).*



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### ADJOURNMENT SALE CONDITIONS & INSTRUCTIONS

The Washington County Tax Claim Bureau tax sale for delinquent real estate taxes will be conducted as an auction. All Properties are sold pursuant to the Real Estate Tax Claim Law (RETSL), Act 542 of 1947, P.L. 1368, as amended. All title transfers are under and subject to the act.

\*\*All prospective buyers shall **pre-register before the sale in the allotted time frame**, announced prior to each sale. All required forms shall be returned to the Tax Claim Bureau. No registrations will be taken after the cutoff date! Registration packets are available on our Web Site, [www.washington.pa.us](http://www.washington.pa.us) or in the Tax Claim Bureau office.

1. The properties are being offered for sale by the Washington County Tax Claim Bureau without any representation, warranty or guarantee whatsoever, either as to the existence, to correctness of ownership, the size, boundaries, location, structures, condition of structure(s) or lack of structure(s) upon the lands, liens, title or any other matter or thing whatsoever.
2. **TERMS OF SALE:** Payment in full is required for all properties purchased. Bid Payments must be brought to the Treasurer's Office located at 95 West Beau St, Suite 130, Washington, PA 15301 by 3:00 P.M the day of the sale. If payment is not received, the bidder understands they will be permanently banned from attending any future sales in Washington County.

**PAYMENTS:** Payments are taken in 2 locations:

- o **Bid Monies** are paid to the Treasurer's Office in the form of cash, certified or cashier's check, money order, or Attorney's check.
  - o **Deed Recording Fees, Local Transfer Taxes, & State Transfer Taxes** are collected and paid at the sale in the form of 3 personal checks. **YOU CANNOT COMBINE CHECKS**. You must have 3 personal checks per parcel purchased.
3. The Tax Claim Bureau will issue a deed or bill of sale to the purchaser(s) and the deed shall be recorded before delivery to the purchaser(s). **NOTE:** the property will be deeded to the purchaser(s) only! No assignments of deed will be accepted
  4. The deeds will not be filed for at least 3 months following the sale due to completion of the court process. **DO NOT** expect a deed any sooner than this.
  5. **Entrance to the property is PROHIBITED until a deed is received.** The present owner has the rights and responsibilities of the property until the deed is recorded in the purchaser's name and no rights of ownership are transferred until that time.
  6. There will be **NO REDEMPTION** after the property is sold. All sales are final, **NO REFUNDS** will be given. If you rescind your successful bid on a property, you may be banned permanently from ever attending any future Washington County Tax Claim Bureau sale.
  7. A successful bidder shall be responsible for paying the current year real estate taxes for an Upset or Repository Sale and any taxes that come out after the date of a Judicial Sale. These taxes may NOT be included in the selling price of the property.



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*Real Estate Tax Sale*  
**BIDDER REGISTRY**

BIDDER NO.

Date: \_\_\_\_\_

**INDIVIDUAL**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**BUSINESS**       **LIMITED LIABILITY COMPANY**       **OTHER:** \_\_\_\_\_

Entity Name: \_\_\_\_\_

Signing Officer/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Copy of valid driver's license or government issued photo ID card
- \$25.00 Cash Only Registration Fee
- No delinquent taxes in Washington County
- No delinquent taxes in the Commonwealth of PA
- No outstanding or unresolved code violations in the Commonwealth of PA
- List of names/titles, business addresses, and phone numbers for all members, officers, managers, and any other persons with any ownership interest or right. *(if applicable)*
- Copy of IRS SS-4 Form *(if applicable)*
- Pre-Sale Sale List (\$10.00 each list – Cash Only) *(Optional)*



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**AFFIDAVIT OF BIDDER**

**I/We hereby certify the following** *(Please read & mark each line item):*

- I/We AM/ARE an adult citizen at least 18 years of age and am/are authorized to make this Certification.
- Pursuant to section 619.1 of the Real Estate Tax Sale Law, 72 P.S. Section 5860.619.1, I/We hereby certify to the Washington County Tax Claim Bureau that I/We am/are not delinquent in paying Real Estate taxes to any of the taxing districts in the Commonwealth of Pennsylvania, and that I/We have no outstanding municipal utility bills.
- I/We am/are NOT bidding for or acting as an agent for a person who is barred from participating in the sale.
- Pursuant to Section 601 (d) of the Real Estate Tax Sale Law, 72 P.S. Section 5860.601 (d), I/We hereby certify that I/We have not had a landlord license revoked in any municipality within the Commonwealth of Pennsylvania, and I/We further certify that I/We am/are not bidding for, or acting as an agent for, a person whose landlord license has been revoked.
- I/We have 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.
- Pursuant to Section 618 of the Real Estate Tax Sale Law, 72 P.S. Section 5860.618, I/We hereby certify that I/We was/were not the owner of the property immediately prior to sale thereof by the Washington County Tax Claim Bureau, nor am I/We in any of the following legal relationships with the owner; trust, partnership, corporation, or any other business association.
- I/We acknowledge, that as a prospective purchaser, I/We have had the opportunity to have an examination made of the title to any property in which I/We may be interested. Every reasonable effort has been made to keep the proceedings free from error. However, in every case, the Tax Claim Bureau is selling the taxable interest and the property offered for sale by the Tax Claim Bureau without any guarantee or warranty whatever, either as to structures or lack of structures upon the land, liens, title or any other matter.
- I/We have reviewed and acknowledge the Tax Sale Rules Governing the Sale.
- I/We acknowledge that if I/We have violated any of the above provision, that the Tax Claim Bureau may prohibit me/us from bidding at the Sales.

I/We affirm, under penalty of perjury, that this Certification is true and correct.

*(Signature of Bidder in front of Notary)*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

