

**WARREN COUNTY TAX CLAIM BUREAU
REGISTRATION APPLICATION TO BID AT
UPSET TAX SALE: SEPTEMBER 26 2022, 1 PM**

All prospective bidders are required to pre-register 10 days prior to the sale date for Upset Tax Sale.
All paperwork will need to be submitted, regardless if you submitted for a prior tax sale.
Upset Sale list can and will change up to the day of the Sale.
There are no refunds.

REGISTRATION CUT OFF DATE IS: SEPTEMBER 16, 2022 4:00 PM

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 more than one year outstanding; (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 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 cut-off date. NO registrations will be accepted after the cut-off date. (NOTE: ALL PERSONS TO BE LISTED ON THE DEED OR BILL OF SALE MUST COMPLETE A BUYER CERTIFICATION FORM.)

Forms required for registration:

- Completed Bidder Registry Form, with copies of authorizing documentation
- Copy of Photo ID of Individual Completing Bidder Registry Form
- Affidavit of Bidder, signed and notarized

And:

- \$15 Registration Fee, *Cash or Money Order Only, non-refundable*

For Internal Use

Date: _____

Paid by: _____

Bidder Number: _____

WARREN COUNTY REAL ESTATE TAX SALE BIDDER REGISTRY FORM

Name of Person Completing Application: _____
Phone: _____

I. **Are you as an individual the Proposed Tax Sale Bidder?** _____ Yes _____ No

If you answered "Yes", please provide the following:

1. Name (will be the Grantee listed on the Deed): _____
2. Residential Address _____
3. Phone Number: _____

II. **Is the proposed bidder a limited liability company?** _____ Yes _____ No

If the answer to Question I above is "No" and the answer to Question II is "Yes", please provide the following:

1. Name of the Limited Liability Company (which will be the Grantee listed on the Deed):

2. Business Address of Limited Liability Company (address to where the Deed will be sent):

3. Are you a Member or Manager of the limited liability company? ___Yes ___ No
If not, what is your title within or relationship to the limited liability company?

4. How Many Members are in the limited liability company? _____
5. How Many Managers who are not Members are in the limited liability company? _____

Please List all Members and Managers:

Name _____ Phone: _____
Business Address _____

Name _____ Phone: _____
Business Address _____

(Please use additional sheets if there are additional Members or Managers)

For Internal Use

Date: _____ Paid by: _____ Bidder Number: _____

If the answers to Question I and Question II were "No", and the Proposed Tax Sale Bidder is neither an individual nor a limited liability company, please provide the following information:

Name of Applicant: Entity which will be listed as the Grantee on the Deed:

Type of Entity: _____

Business Address of Entity (Address where the deed will be sent):

How many Officers does the Applicant have? _____

Officer #1 Name _____ Title _____

Business Address _____

Phone Number _____

Officer #2 Name _____ Title _____

Business Address _____

Phone Number _____

Officer #3 Name _____ Title _____

Business Address _____

Phone Number _____

Officer #4 Name _____ Title _____

Business Address _____

Phone Number _____

(Please use additional sheets if there are additional Members or Managers)

AUTHORIZING DOCUMENTATION

If the Applicant is not an Individual, the Applicant is required to present documentation that the signer has authority to act on behalf of the applicant, and the individual appearing in person to register is the signer of the application or otherwise authorized to act on behalf of the Applicant.

FOR INTERNAL USE ONLY: Documentation Provided? _____ Yes _____ No

If Yes, what form of Documentation? _____

Operating Agreement _____

Bylaws _____

Resolution _____

Meeting Minutes _____

Please attach a copy of the Documentation to this Application.

For Internal Use

Date: _____

Paid by: _____

Bidder Number: _____

TAX SALE BIDDER AFFIDAVIT

I, _____, on behalf of myself, or in my capacity as _____ for the entity named _____, the Tax Sale Bidder” hereby swear and affirm that the Tax Sale Bidder is not delinquent in paying real estate taxes to any taxing district in this Commonwealth and that the Tax Sale Bidder does not have any municipal utility bills, as defined in section 619.1(b) of the Real Estate Tax Sale Law that are not more than one year outstanding anywhere in the Commonwealth;

The Tax Sale Bidder is not bidding for or acting as an agent for a person who is barred from participating in the sale under section 601(d) of the Real Estate Tax Sale Law;

The Tax Sale Bidder has not within the three years preceding the filing of the application, engaged in a course of conduct or permitted an uncorrected housing code violation, as defined in Section 619(e), to continue unabated after being convicted of an uncorrected housing code violation, as defined in section 619(e), and has not either:

- a. Failed to maintain property which the Tax Sale Bidder owned in a reasonable manner such that the property posed a threat to health, safety or property; or
- b. Permitted the use of property in an unsafe, illegal or unsanitary manner such that the property posed a threat to health, safety or property; and

I understand that an applicant who completes a bidder registration application knowing that it contains a false statement and who causes it to be filed with the bureau shall be subject to prosecution for the commission of a misdemeanor of the second degree in violation of 18 Pa.C.S. 4904(a) relating to unsworn falsifications to authorities.

Signature

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ___ DAY OF
_____, 2022

NOTARY PUBLIC

For Internal Use

Date: _____ Paid by: _____ Bidder Number: _____