

Repository Instructions

- The Indiana County Tax Claim Bureau makes no representations, guarantees, or warranty on any properties sold by public tax sale.
 - Employees of this office are not permitted to give legal advice.
 - Commonwealth tax liens and/or recently filed liens and judgements may apply to these properties.
 - The Bureau does not transfer mobile home titles. Necessary forms will be provided so that purchasers may obtain their title through PennDOT. Contact land owners/park owners for information regarding lot rent.
1. Registration due dates vary. Check dates with the Tax Claim Bureau. The cost is \$25.00 per person or \$50.00 per business, nonrefundable.
 2. All purchasers are strongly urged to research each property.
 3. The *minimum* bid:

a. Surface	\$1,000.00
b. Manufactured Home Only	\$500.00
c. Mineral – COAL Only	\$350.00
 4. Complete the registration, intent, and deed forms. Provide **in-person** to the Bureau with the registration fee. If the bid is accepted, payment will be requested at that time.
 5. To submit payment for a bid:
 - a. Enclose a check or money order **payable to the Indiana County Tax Claim Bureau** for your bid *and* \$35.00 for document preparation.
 - b. Surface and coal purchases require a recorded deed. Enclose three (3) additional checks or money orders **payable to the Recorder of Deeds** for the following amounts;
 - i. \$91.75 recording fee (up to 4 names)
 - ii. 1% of bid for local transfer tax
 - iii. 1% of bid for state transfer tax
 - c. Mobile Home bids: enclose a check or money order payable to the Indiana County Tax Claim Bureau for your bid *and* \$35.00 for document preparation.
 6. The County Commissioners review bids the fourth Tuesday of each month. These meetings are subject to change without notice.
 7. All bids are final.

INDIVIDUAL REGISTRATION

Name: _____
Residential Address: _____

Phone Number: _____
Email Address: _____

I hereby certify the following:

- a. I am not delinquent in paying real estate taxes owed to taxing districts within this Commonwealth;
- b. I have no municipal utility bills that are not more than one year outstanding anywhere in the Commonwealth;
- c. I am not bidding for or acting as an agent for a person who is barred from participating in the sale;
- d. I have not engaged in a course of conduct or permitted an uncorrected housing code violation and have not either:
 - i. failed to maintain property owned by an applicant in a reasonable manner such that the property posed a threat to health, safety, or property;
 - ii. permitted the use of property in an unsafe, illegal, or unsanitary manner such that the property posed a threat to health, safety, or property;
- e. *I understand that an applicant who signs 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 falsification to authorities.)*

X

Applicant

BUSINESS REGISTRATION*

FIRST TIME REGISTRATIONS AND/OR OUT OF STATE REGISTRATIONS ARE REQUIRED TO SUBMIT A CURRENT COPY OF ONE OF THE FOLLOWING DOCUMENTS:
CERTIFICATE OF ORGANIZATION ~ ARTICLES OF INCORPORATION ~ PARTNERSHIP AGREEMENT

Business Name: _____
Business Address: _____

Business Phone Number: _____

Applicant Name: _____
Email Address: _____

List Names, addresses, email, and phone numbers of any other persons with ownership interest or right in the limited liability company.

I hereby certify the following:

- a. I am not delinquent in paying real estate taxes owed to taxing districts within this Commonwealth;
- b. I have no municipal utility bills that are not more than one year outstanding anywhere in the Commonwealth;
- c. I am not bidding for or acting as an agent for a person who is barred from participating in the sale;
- d. I have not engaged in a course of conduct or permitted an uncorrected housing code violation and have not either:
 - i. failed to maintain property owned by an applicant in a reasonable manner such that the property posed a threat to health, safety, or property;
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X

Applicant

Indiana County Tax Claim Bureau
825 Philadelphia Street
Indiana PA 15701

Date: _____

RE: Repository of Unsold Property

To Whom it May Concern:

Please accept this letter as the official bid for the property known by:

Parcel: _____

Physical Address (leave blank if vacant) _____

Assessed Owner: _____

Bid Amount: _____
(Do not include prep, recording, or transfer tax fees.)

Future Intended Use: _____

Thank you for your consideration,

(your signature)

Indiana County Tax Claim Bureau

Courthouse – Second Floor
825 Philadelphia Street
Indiana, Pennsylvania 15701-3972

Phone: (724) 465-3810
Fax: (724) 465-3953
TDD: (724) 465-3805

Director
Frank E Sisko Jr

Solicitor
Michael J Supinka

I AGREE TO COMPLY WITH ALL REGULATIONS AS SET FORTH IN THE BIDDING INSTRUCTIONS PROVIDED BY THE TAX CLAIM BUREAU. I UNDERSTAND THAT ALL SALES ARE FINAL AND PURCHASES ARE MADE AT MY OWN RISK.

SIGNED _____ DATE _____

DEED INFORMATION **TO BE SUBMITTED WITH CERTIFICATION FORM**

Name(s) to be recorded on a new deed must have notarized affidavit: ____

Address to mail tax bills: _____

Phone No. _____

Bidder No. _____ (DO NOT COMPLETE –Assigned by Bureau)

BUREAU USE ONLY

COUNTY _____

STATE _____