

The Potter County Tax Claim Bureau only accepts original offers, no fax or internet offers will be accepted. The Tax Claim Bureau will sell property as described on the dockets and makes no warranty or representation as to the description, the title, or the location of the premises. The Bureau also reserves the right to reject any and all offers and to revoke the acceptance and to void any sale. The bidder understands and agrees that such property is being sold "AS IS".

Rules and Regulations

1. The Bureau shall maintain a list of repository properties. This list will be available for inspection by the public during regular business hours.
2. The Bureau will receive offers for any property available for sale on the repository list.
3. All offers must be sealed. The offer shall contain: (1) the parcel number; (2) the dollar amount of the offer; (3) the names of all persons that the property will be deeded to, and (4) shall include the original signatures of each such person.
4. Offers will only be received by the Bureau in the sealed envelopes. The envelope is to clearly state OFFER TO PURCHASE and the parcel number. The sealed envelopes will then be time stamped and dated. The deadline for delivering offers to the Bureau will be 4:00 p.m. on the last working day of each calendar month.
5. The sealed offers received during the preceding month will be opened during the first week of each month by the Tax Claim Bureau Director.
6. The Bureau may receive multiple offers for the same parcel, and all such sealed offers will be opened at the same time. (During the first week of each month).
7. After the offers are opened, and the highest offer has been determined, all bidders will be notified in writing as to whether or not their offer was the highest. In the case of more than one offer being received on the same property for the same amount, the winning offer will go to the person first returning their original offer to the Bureau. The highest offer will be submitted to the taxing authorities for their approval or rejection of such offer.
8. The taxing district will be encouraged to respond in writing promptly whether they accept or reject the offer.
9. Once an offer has been accepted by the Bureau the repository list will be marked "sale pending" and no further bids will be accepted on that parcel at that time.

10. Once the Bureau formally approves the offer, the sale will be final. The Bureau will collect and deposit the consideration and a Deed will be prepared to transfer the property to the successful bidder. At that time, and before recording the deed by the Bureau, the successful bidder will also be required to pay the recording costs and transfer tax. The Deed will be recorded forthwith.
11. In the event the Bureau rejects the bid, the bidder will be notified in writing. The property would be placed back onto the repository list and the notation "sale pending" will be removed.
12. Within twenty (20) days following acceptance of the offer, the successful bidder shall be required to pay all consideration and costs and provide a certification to the Bureau, on the form provided by the Bureau, that all said persons are not delinquent in paying real estate taxes to any of the taxing districts (county, municipal or school) where the property is located and that such persons have no municipal utility bills that are more than one (1) year outstanding. The Certification shall be notarized.
13. In the event the successful bidder is unable to make payment or to certify, or the certification is false, the acceptance of the bid shall be revoked. The bidder will be notified of the rejection and the property will be placed back on the repository list.

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Signature

Date