



**TAX CLAIM BUREAU OF POTTER COUNTY**

**COMMISSIONERS**

Nancy Grupp  
Paul Heimel  
Barry Hayman

1 North Main Street, Suite 111  
Coudersport, PA 16915

**PHONE: 814-274-0517**  
**FAX: 814-274-3358**

**DIRECTOR**

Deanna L. Johnston

**EMAIL: [djohnston@pottercountypa.net](mailto:djohnston@pottercountypa.net)**

**REAL ESTATE TAX SALE**

**BIDDER REGISTRY**

BIDDER NUMBER

DATE: \_\_\_\_\_

**Photo ID** (please enclose photocopy)

Telephone Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

PROPERTY TO BE DEEDED TO: \_\_\_\_\_

**NOTE:** All persons listed on the deed or Bill of Sale **must** complete a **BIDDER REGISTRY FORM**.

If more than one (1) name, how is the property to be HELD? (Ex. LP, LLC, Corp.)

\_\_\_\_\_

Business Name, Address and Phone Numbers of all persons to be listed on deed:

\_\_\_\_\_

\_\_\_\_\_

List all municipalities in Potter County in which you own or jointly own property.

\_\_\_\_\_

**FOR OFFICE USE ONLY**

MAP #: \_\_\_\_\_ TAXES: \_\_\_\_\_

CONTROL #: \_\_\_\_\_ CURRENT OWNER'S(S) NAME(S): \_\_\_\_\_



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### PRE-REGISTRATION REQUIREMENTS

Effective August 2021 – ALL Prospective Bidders are required to pre-register not less than 10 days prior to the date set for the Upset and Judicial Sales. Registration begins approximately 6 weeks prior to the sale dates and ends 10 days prior to the sale date.

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 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 cut-off date, **FRIDAY, SEPTEMBER 3, 2021**. **NO** registrations will be accepted after the cut-off date. **NO EXCEPTIONS!**

Forms required for registration:

- |   |   |
|---|---|
| <input type="checkbox"/> Bidder Registry Form | <input type="checkbox"/> Sale Conditions and Instructions                 |
| <input type="checkbox"/> Copy of Photo ID     | <input type="checkbox"/> Affidavit of Bidder (Must be signed & notarized) |

*Any person who signs a bidder registration form 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).*



Pennsylvania  
**POTTER COUNTY**

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**TAX CLAIM BUREAU  
CONDITIONS OF PUBLIC UPSET/JUDICIAL SALE**

The Potter 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*. **DEADLINE IS: Friday, September 3, 2021.** 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.pottercountypa.net](http://www.pottercountypa.net) or in the Tax Claim Bureau office.

The following conditions shall govern the sale of properties by the Potter County Tax Claim Bureau as scheduled for **Monday, September 13, 2021**, and such date to which it may be adjourned as announced by the Tax Claim Bureau.

1. The bid shall not be less than the combined costs of the taxes, interest and cost, and municipal claims.
2. The Tax Claim Bureau will issue a Deed to the purchaser or nominee. The said Deed is to be recorded before delivery to the purchaser, at the expense of the purchaser. In addition to the bid price the purchaser will pay the State and Local Realty Transfer Taxes; and the recording fee (currently \$73.75). These items will be computed after the property has been knocked down. The bid price, the transfer taxes and the recording fee must all be paid at the same time, either by cash, certified check, or a personal check deemed to be acceptable in the exclusive opinion of the Bureau Director, drawn to the order of the Potter County Tax Claim Bureau.
3. 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!
4. The Bureau will sell the property as described on the dockets in the Tax Claim Bureau and makes no representation or warranty as to description of title, nor will it make any survey on a property sold. The rule of **caveat emptor** applies to this sale. **“Let the buyer beware”**.

**TAX CLAIM BUREAU  
CONDITIONS OF PUBLIC UPSET/JUDICIAL SALE**

5. No property scheduled for sale will be knocked down unless bid equals or exceeds the costs as announced at the Sale. In the event of a dispute the bidders or failure of the purchaser to pay the purchase price immediately, the property will again be put up for sale.
6. The Tax Claim Bureau will sell subject to existing occupancy if any.
7. **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.
8. There will be **NO REDEMPTION** after the property is sold. All sales are final, **NO REFUNDS** will be given.
9. The distribution of monies, after deducting all costs, received from the sale, will be made in accordance with said Act.
10. Risk of loss shall pass to the purchaser immediately upon conclusion of the sale.

Potter County Tax Claim Bureau

\_\_\_\_\_  
Deanna L. Johnston, Director

***Purchaser acknowledges these conditions and agrees that the sale and purchase are under subject to them:***

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Print Name



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## AFFIDAVIT OF BIDDER

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 Tax Sale conducted by the Potter County Tax Claim Bureau.
2. Pursuant to § 619 (a) of the Real Estate Sale Law, 72, P.S. § 5860.619 (a), I hereby certify to the Potter County Tax Claim Bureau that I am not delinquent in paying real estate taxes to any of the taxing districts in Potter County, and that I have no outstanding municipal utility bills that are more than one year outstanding within any municipal jurisdiction in Potter County.
3. I acknowledge, that as a prospective purchaser, I have had the opportunity to have an examination made of the title to any property in which I 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 is 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.
4. Pursuant to § 618 of the Real Estate Tax Sale Law, 72 P.S. § 5860.618, I hereby certify that I was not the owner of any property being exposed to the Tax Sale immediately prior to any Upset, Judicial, Private or Repository sale thereof by the Potter County Tax Claim Bureau. I further certify that I am not a partner or a shareholder of the owner of any property being exposed to the Tax Sale, nor am I in any of the following legal relationships with the owner: trust, partnership, corporation, or any other business association. Under the Pennsylvania Real Estate Tax Sale Law, 72 P.S. § 5860.618, the owner of a property has no right to purchase his or her own property at a judicial tax sale. It is also prohibited for a property owner to use a family member, friend, or other "straw" person to circumvent this rule.
5. Pursuant to § 601(d) of the Real Estate Tax Sale Law, 72 P.S. § 5860.601(d), I hereby certify that I have not had a landlord license revoked in any municipality within the County of Potter, 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.

# AFFIDAVIT OF BIDDER

- 6. I further certify that I am not a Potter County elected official or appointed officer who is in violation of Section 1806 (16 P.S. § 1806) of the County Code.
- 7. I have reviewed and acknowledge the Tax Sale rules governing the Sale.
- 8. I acknowledge that if I have violated any of the above provisions, that the Tax Claim Bureau may prohibit me from bidding at the Sales.

I have received, read, understand, and will comply with the Sale Conditions and Instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

SWORN TO AND SUBSCRIBED

NOTARY SEAL

BEFORE ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
MY COMMISSION EXPIRES

\_\_\_\_\_  
Notary