



## TAX CLAIM BUREAU OF POTTER COUNTY

### COMMISSIONERS

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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. ALL required forms must be returned **in person**. Registration begins approximately 4 weeks prior to the sale date and ends 10 days prior to the sale date.**

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, AUGUST 30, 2024**. 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).***