

# County of Union

PENNSYLVANIA

Tax Claim Bureau  
(570)-524-3847

**DIRECTOR**

Jeffrey P. McClintock

**FIRST DEPUTY**

Amber Dunkelberger

## PRE-REGISTRATION REQUIREMENTS

**Effective August 2021 – All Prospective Bidders are required to pre-register 14 days prior to the sale date for Upset and Judicial Sales.**

**Registration begins approximately 6 weeks prior to sale dates.**

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, which will be announced prior to each sale. **NO** registrations will be accepted after the cut-off date. **NO EXCEPTIONS!**

### Forms required for registration

- **Bidder Registry Form**
- **Copy of Photo ID**
- **Sale Conditions and Instructions**
- **Affidavit of Bidder (Must be signed and notarized)**

Any person who signs a bidder registration 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).

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## UPSET/JUDICIAL SALE CONDITIONS and INSTRUCTIONS

The Union 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 in the allotted time frame.** Announced prior to each sale. 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.unioncountypa.org](http://www.unioncountypa.org) or in the Tax Claim Bureau Office.

1. The Properties are being offered for sale by the Union County Tax Claim Bureau without any representation, warranty, or guarantee whatsoever, either as to the existence, to correctness of ownership, the size, boundaries, location, structures, condition of structure(s) or lack of structure(s) upon the lands, liens, title or any other matter or thing whatsoever.
2. **TERMS OF SALE:** Payment in full is required for all properties purchased, as well as a 2% realty transfer tax. A receipts will be provided at the time of payment.

**PAYMENT ACCEPTED:** Cash, personal check, certified or cashier's check and money orders.

3. The Tax Claim Bureau will issue a deed to the purchaser(s) and the deed shall be recorded before delivery to the purchaser(s). The purchaser(s) is responsible for the recording fee on the day the deed is recorded in the Register and Records office.
4. The deeds will not be filed for at least 2 months following the sale due to completion of the court process. **DO NOT** expect a deed any sooner than this.
5. **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.
6. There will be **NO REDEMPTION** after the property is sold. All sales are final, **NO REFUNDS** will be given.
7. A successful bidder shall be responsible for paying the current year real estate taxes for an **Upset Sale** and **Judicial Sale**. These taxes are **NOT** included in the selling price of the property.

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Signature

Print

## Real Estate Tax Sale Bidder Registry

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone # \_\_\_\_\_

Photo ID (please enclose photocopy): \_\_\_\_\_

### PROPERTY TO BE DEED TO:

Note: All persons listed on the deed must complete a  
BUYER CERTIFICATION FORM

Name(s) \_\_\_\_\_

\_\_\_\_\_

**If more than one (1) name, how is the property to be HELD?**

\_\_\_\_\_

Telephone Numbers of all persons to be listed on deed:

\_\_\_\_\_

\_\_\_\_\_

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## AFFIDAVIT OF BIDDER UNION COUNTY TAX SALE

Having been duly sworn according to law depose and say as follows:

1. I \_\_\_\_\_ am an adult of the United States of America and am a bidder at the tax Sale conducted by the Union County Tax Claim Bureau.
  2. Pursuant to Section 619(a) of the Real Estate Sale Law, 72 P.S. Section 5860.619(a), I hereby certify to the Union County Tax Claim Bureau that I am not delinquent in paying real estate taxes to any of the taxing districts in Union County, and that I have no outstanding municipal utility bills that are more than one year outstanding within any municipal jurisdiction in Union 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 Section 618 of the Real Estate Tax Sale Law, 72 P.S. Section 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 Union 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 Judicial 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. Section 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 Section 601(d) of the Real Estate Tax Sale Law, 72 P.S. Section 5860.601(d), I hereby certify that I have not had a landlord license revoked in any municipality within the County of Union, 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.
  6. I have reviewed and acknowledge the Tax Sale Rules Governing the sale.
  7. 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

**SWORN TO AND SUBSCRIBED**  
**BEFORE ME THIS \_\_\_\_\_ DAY**  
**OF \_\_\_\_\_ 20\_\_\_\_\_**

**NOTARIAL SEAL**

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Notary \_\_\_\_\_ **MY COMMISSION EXPIRES** \_\_\_\_\_