



Clearfield County Tax Claim Bureau

230 East Market Street
Suite 121
Clearfield, Pennsylvania 16830
Telephone (814) 765-2641, Ext. 5006
Fax (814) 765-7652

Lisa A. Conrad, Director

Matthew Rose, Assistant Tax Administrator

PRE-REGISTRATION REQUIREMENTS

Effective August 2021,

**ALL prospective bidders are required
to pre-register not less than 10 days prior to the sale date.**

In order to register, a bidder registry form must be submitted with the following information: (1) the intended bidder's name, address and phone number; or (2) the bidder's business name, including the names 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, the person pre-registering must complete affidavits stating the bidder is: (1) not delinquent in paying real estate taxes and have no municipal utility bills more than one year outstanding; (2) not bidding or acting as an agent for a person who is barred from participating in the sale; and (3) 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 of 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 10 days prior to the sale date. No registrations will be accepted after the cut-off date. **NO EXCEPTIONS.**

Items required for registration:

- **Bidder Registry Form**
- **Copy of Photo ID**
- **Affidavits**

Any person who signs a Bidder Registry 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).



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SALE CONDITIONS & INSTRUCTIONS

The Clearfield 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 Sale Law (RETSL), Act 542 of 1947, P.L. 1368, as amended. All title transfers are under and subject to the act.

All prospective bidders must pre-register 10 days before the sale date. All required forms shall be returned to the Tax Claim Bureau at least 10 days prior to the scheduled sale date. No registrations will be taken after the cutoff date. Registration packets are available at www.clearfieldco.org or in the Tax Claim Bureau Office.

1. The properties being offered for sale by the Clearfield 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 to the Tax Claim Bureau is required by 3:00 PM the day of the sale for all properties purchased.

Payments Accepted: personal check, certified cashier's check, and money order.
3. The Tax Claim Bureau will issue a deed or bill of sale to the purchaser and the deed shall be recorded before delivery to the purchaser. **NOTE:** The property will be deeded to the purchaser **ONLY**. No assignments of deed will be accepted.
4. The deeds will be recorded. This will be approximately 2 months upon completion of the Sale through the court.
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 new deed is recorded, 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, and no refunds will be issued.
7. The successful bidder shall be responsible for paying the current year real estate taxes for a Private or Repository Sale and any taxes that are billed after the date of said sale. These taxes are not included in the selling price.



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Tax Sale Bidder Registry

Date: _____

Individual

Name: _____

Address: _____

Phone Number: _____

Photo ID (Copy Enclosed): _____

Business

Name: _____

Address: _____

Phone Number: _____

EIN Number: _____

Photo ID (Copy Enclosed): _____

Please enclose list of all officers.

Limited Liability Company

Name: _____

Address: _____

Phone Number: _____

EIN Number: _____

Photo ID (Copy Enclosed): _____

Please enclose list including the names, business addresses and phone numbers for all members, managers and any other persons with any ownership interest or right.

_____ Bidder Number

For office use only: ID: _____ Taxes: _____ Munic. Liens: _____ Affidavit: _____
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AFFIDAVIT OF BIDDER

I/We hereby certify the following:

1. I am an adult citizen of the United States of America and am authorized to make this certification.
2. Pursuant to section 619.1 (b) of the Real Estate Tax Sale Law, 72 P.S. Section 5860.601 (d), I hereby certify to the Clearfield County Tax Claim Bureau that I am not delinquent in paying Real Estate taxes to any of the taxing districts in Clearfield County, and that I have no municipal utility bills that are more than one year outstanding anywhere in this Commonwealth under section 201 (d).
3. I am not bidding for or acting as an agent for a person who is barred from participating in the sale.
4. 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 Clearfield, and I further certify that I am not bidding for, or acting as an agent for, a person whose landlord license has been revoked.
5. I have not engaged in or permitted an uncorrected housing code violation as defined in section 619 (e), failed to maintain property in a reasonable manner such that the property posed a threat to health, safety or property or permitted the use property in an unsafe, illegal or unsanitary manner such that the property posed a threat to health, safety or property.
6. 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 the property immediately prior to the sale thereof by the Clearfield County Tax Claim Bureau, nor am I in any of the following legal relationships with the owner; trust, partnership, corporation or and other business association.
7. 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 offered for sale by the Tax Claim Bureau without any guarantee or warranty whatever, either as to structures or lack of structures upon the lands, liens, title or any other matter.
8. I have reviewed and acknowledge the sale conditions and instructions governing the sale.
9. I acknowledge that if I have violated any of the above provision, the Tax Claim Bureau will prohibit me from bidding at any future sales.

I affirm, under penalty of perjury, that this certificate is true and correct.

Signature

Date

Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public