

# Tax Sale Instructions

## Rules of Sale

- The sale is conducted as a Round Robin Sale.
- Everyone must work off the dollar descending order list.
- Dollar amounts do not include delinquent interest.
- Asterisks represent more than one delinquent tax year.
- Please turn off your cell phones! We will not stop the sale if you need to step away.
- It is your responsibility to know what you are buying. There are no refunds.

Please bid by telling us: Item #/Taxes Due/Bidder #/Parcel #  
(For Example: Item #5 for \$ 1,164.54, Bidder #5 takes Parcel #2661)

## Processing Certificates

- There is a \$20 fee for each certificate. This is non-refundable.
- If taxes are paid prior to certificate issuance, no certificate will be issued.
- Please allow 5-10 days for processing of the certificates.

## Redemption

- You will be paid 14% interest from the date of the sale to the date of redemption.
- The \$20 certificate fee will not be reimbursed.

## Payment Arrangements for Today

- Blank checks, W-9, Contact Information and the \$25 Pre-registration fee must be left in the Treasurer's Office.
- We will mail a copy of the check with the certificates.
- Pre-registration the week prior to the sale is required for future tax sales.

## Buyers Documents

Once the Tax Sale Certificates have been processed, we will send the buyer:

- Copies of the certificates. We hold the originals in our office.
- Copies of the paid tax receipts.
- A copy of the check.

## Bankruptcy

- Taxes for properties in Bankruptcy will not be sold.
- If the parcel is part of a future Bankruptcy, we cannot guarantee that you will be notified.

## Treasurer's Deeds and Foreclosures

- You will need to have an attorney.
- The Treasurer's office will not advise you on how to foreclose or the notification timelines.