

THE COUNTY OF YORK

RACHAEL P. WHITE
DIRECTOR OF
ASSESSMENT AND TAX CLAIM



PETER T. RUTH
SOLICITOR

REPOSITORY SALE PROCEDURES

1. Repository Lists

- A. Repository Lists for unsold properties by the York County Tax Claim Bureau may be obtained from the Bureau at the office located at 28 East Market Street, York, Pennsylvania 17401 at a cost of \$50.00 per list or by U.S. mail at a cost of \$52.50 per list.
- B. All lists include a copy of this Repository Sale Procedures, a bid form and related certifications.
- C. Only certified funds will be accepted for payment of bids.

2. Submission of Bids

- A. All bids must be on Bureau forms and be completed in full.
- B. The minimum bid is \$500.00 per parcel or **\$1500 for any City parcel** (Tax ID No.).
- C. Repository bids may be delivered at the counter of the York County Tax Claim Bureau or bids may be submitted by mail.
- D. All bids together with fees and costs must be submitted in advance.

3. Bids, Fees and Costs

- A. All bids, fees and costs must be paid to the York County Tax Claim Bureau by way of certified funds on a local bank or money orders.
- B. The Bureau must receive two separate payments—one for each office listed below.
- C. Payments shall be as follows:

Tax Claim Bureau – Bid amount (minimum bid \$500.00 per parcel – Tax ID No.)
Recorder of Deeds –Recording cost of deed- \$97.75

Example:

\$500.00 made payable to York County Tax Claim Bureau

\$97.75 made payable to York County Recorder of Deeds.

Both of these need to be delivered to York County Tax Claim Bureau for processing.

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4. Multiple Bids on the Same Property

- A. If more than one bid for the same dollar amount is received on the same property, all bidders shall be notified to submit a second sealed bid to be received within a fifteen (15) day deadline. The second bids will be time-stamped to reflect the date and time of receipt by the York county Tax Claim Bureau and all bids will be opened on a specified date.
- B. The highest bid will be accepted by the Bureau, subject to bidder qualifications.
- C. In the event two or more bids are the highest bid but the same amount, the Bureau will accept the bid bearing the earliest date-stamped envelope.

5. Qualifications of Bidder(s)

- A. Verification that the bidder (person, entity, etc.) does not owe delinquent real estate taxes on any property in York County. If delinquent real estate taxes are owed in the name of the bidder or name with which the bidder is associated, the bid will be rejected and \$100.00 will be retained from the bid by the Bureau as a processing fee. All other monies will be applied to the delinquent taxes.
- B. Verification that the bidder has not had a landlord license revoked in any municipality within the County of York and further certifies that the bidder is not bidding for or acting as an agent for a person or entity whose landlord license has been so revoked.
- C. Verification that the bidder was not the owner of the above-referenced property immediately prior to any upset sale or judicial sale of the property.
- D. Verification that the bidder has not previously purchased a property from the Repository List and subsequently sold or transferred that property back to the immediately prior owner.
- E. Verification that the bidder has not had a landlord license revoked in York County and is not acting on behalf of a person or entity whose landlord license has been so revoked.
- F. Verification that no municipal utility bills more than one (1) year old are outstanding in the name of the bidder. If such municipal liens exist in the name of the bidder or a name with which the bidder is associated, the bid will be rejected and \$100.00 will be retained from the bid by the Bureau as a processing fee.

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- G. Verification that the bidder was not the owner of the above-referenced property immediately prior to any upset sale, judicial sale, private sale or repository sale thereof by the York County Tax Claim Bureau and also certifies that the bidder is not a partner or shareholder of the owner of the above-referenced property nor does said bidder have any of the following legal relationships with the owner: trust, partnership, corporation, limited liability or any other business association.
- H. The bidder and all parties affiliated with the bidder must execute a Certificate of Prospective Tax Sale Purchaser from Repository List form verifying as to the above-referenced qualifications.

6. Processing of Bids

- A. Following the qualification of the bidder(s) and receipt of an acceptable bid and associated fees and costs, the Tax Claim Bureau will forward the bid(s) to the appropriate taxing districts for approval in accordance with the Repository Bids Procedures attached to this document.
- B. If a bid is rejected by any of the taxing districts, a letter of rejection will be mailed to the bidder and \$100.00 will be retained from the bid by the Bureau as a processing fee. The remaining bid amount and all other associated fees and costs will be refunded to the bidder.
- C. Bidders are advised to contact a taxing district if they have questions why a bid may have been rejected.
- D. When approved by all taxing districts, the bidder will receive notification by the Tax Claim Bureau of such approval.
- E. The deed(s) will be prepared by the Tax Claim Bureau, recorded and mailed to the purchaser.
- F. If a successful bidder subsequently sells or transfers a property purchased on the Repository List to the immediately prior owner, any taxes forgiven as a result of the sale shall be re-imposed, along with all applicable penalties and interest, and such successful bidder shall be banned from any future sale or bidding.

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DIRECTOR OF
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Repository Sale Procedures

All bids collected through business Monday- Friday, will be sent to authorizing entities on the next business Monday after that week.

If there are multiple bids on a parcel, bidders will be contacted to allow resubmission of a new bid, through that bidding week only.

Tax Claim office will submit the final bids Monday mornings (from prior week) to the taxing authorities for approval. Once we have all the approvals, we will contact you with the decision. This process could take anywhere from 1-6 weeks, depending on their meetings held.

To bid on a property, the bidder must not owe any delinquent taxes and the taxing authorities may run background checks on the person bidding.

Below is a guideline of monies due at time of bid.

City- **\$1,500.00** starting bid

Outside the City- **\$500.00** starting bid

Record deed- **\$97.75** (exempt for mobile homes)

Fee collected- **\$100.00** non-refundable, part of the original bid amount received, regardless bid denied

If a successful bidder subsequently sells or transfers a property purchased on the Repository List to the immediately prior owner, any taxes forgiven as a result of the sale shall be re-imposed, along with all applicable penalties and interest, and such successful bidder shall be banned from any future sale or bidding.