

CAMBRIA COUNTY TAX CLAIM BUREAU

TAX SALE BIDDER REGISTRATION REQUIREMENTS

ALL prospective bidders are required to complete a Bidder Application and Bidder Affidavit prior to **each** Tax Sale. Registration will be open for Upset Sale during the month of August (please ask for precise dates). Registration for any Private Tax Sale will be at the time of placing the original bid or for non-original bidders, during a two week window ending at least ten days prior to the sale date. (NOTE: anyone placing a property into a Private Tax Sale by submitting \$750 must also submit their bidder registration forms and \$20 fee *at that time*.) Registration for the Judicial Sale will be during a two week registration period ending at least ten days prior to the sale date. For Repository Sales, bidders must also complete their bidder registration at the time they place the repository sale bid.

In order to register, a fully completed Bidder Application and *notarized* Bidder Affidavit must be submitted to the Tax Claim Bureau *IN PERSON* by the registration deadline. There will be NO EXCEPTIONS. (NOTE: THERE IS NOT A NOTARY PUBLIC IN THE COURTHOUSE.)

In addition to the completed forms, *the signer's valid government issued photo ID* will be required. If the bidder is a corporation, the names of all the officers, the business address and phone number, along with documentation that the signer has the authority to act on behalf of the corporation (e.g a corporate resolution) must be provided at the time of registration. If the bidder is an LLC, proof of the names/addresses/phone numbers of all members, managers and any other persons with ownership interest in the LLC must be listed on the Application and a copy of the LLC's Operating Agreement will be required.

There is a \$20.00, non-refundable, registration fee due with each application. This is payable by cash, money order or certified funds only. **No personal checks will be accepted.**

Each bidder is required to register. Therefore, if the property will be sold into the names of more than one person, each person is required to register. Only one bidder is required to attend the sale as long as each person is registered.

On the day of the Sale, valid government issued Photo ID will be required for the Bidder to receive their Bidder Number. This must match the ID which was presented with the Application.

APPLICATIONS WILL ONLY BE ACCEPTED DURING EACH SALE'S REGISTRATION PERIOD.

NO APPLICATIONS WILL BE ACCEPTED AFTER 4:00PM ON THE LAST DAY OF THE APPLICATION PERIOD FOR EACH SALE. APPLICATION ON THE DAY OF THE SALE WILL NOT BE PERMITTED.

Application forms and Affidavits may be found on our website:

www.cambriacountypa.gov/tax-claim/ or obtained in our office. Please call (814) 472-1445 with any questions.