

# **TAX SALE INSTRUCTIONS**

## **Registration:**

- \*Please Sign in at Treasurer's Office.
- \*W-9 Form
- \*\$25.00 non-refundable registration fee

## **Payment Arrangements**

- \*We prefer a blank check.
- \*We will fax a copy of the check if you wish or mail a copy with the certificates.
- \*Please confirm the arrangements at our office after the sale.

## **Rules for the Sale**

- \*Everyone must work off the same updated list-in dollar descending order.  
(Please do not work off a different list.)
- \*Payments made thru Friday, Bankruptcy, and problem taxes are marked off.
- \*Sale conducted as "Round Robin".
- \*You MUST stop at our office before leaving to turn in Buyer's number.
- \*Dollar amounts in newspaper and lists do *not* include delinquent interest.
- \*It is your responsibility to know what you are buying. There are NO refunds.

## **Bankruptcy**

- \*We have taken properties in bankruptcy off the list.
- \*Future bankruptcies – We will not guarantee that you will be notified.

## **Processing Certificates**

- \*\$20.00 fee for each certificate – *Non-refundable*.
- \*No certificates will be issued if taxes get paid *prior* to certificate issuance.
- \*Certificates take approximately 5–10 days to process.

## **Assignments**

- \*\$20.00 Non-Refundable

## **Redemption**

- \*You will be paid 14% interest from the date of sale to the date of redemption.
- \*The \$20.00 certificate fee is *not* reimbursed.

## **Buyers Documents**

- \*We will send the buyers the following documents:
  1. Copies of original certificates. We hold the originals in our office.
  2. Copies of paid tax receipts.
  3. Copy of check.