

TAX SALE INSTRUCTIONS

Tax Sale to be held at 9:00 a.m. on the 1st Monday in March, in the District Court Room on the 3rd floor of the Courthouse. Registration due no later than 8:45 a.m. the morning of the sale in the County Treasurer's Office, second floor of the Courthouse. Delinquent Tax List available in the Holdrege Daily Citizen after Feb 1st or on our website at <https://phelpsgov.org/>. The website will be updated weekly.

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.