

## **TAX CLAIM BUREAU REPOSITORY SALE FREQUENTLY ASKED QUESTIONS**

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### **WHERE CAN I FIND THE REPOSITORY LIST OF UNSOLD PROPERTIES?**

There is always a list available to the public in the Tax Claim Bureau Office during normal business hours Monday-Friday 8a-4:30p. A print out of the Repository List can be purchased in office for \$5.00, which would include list, procedures, bid form, and affidavit. All lists and all forms can also be found on our website at [fayettecountypa.org](http://fayettecountypa.org).

### **WHEN IS THE REPOSITORY LIST UPDATED?**

Properties 2 years delinquent on property taxes are subject to an initial Public Upset Tax Sale (September). Unsold properties then become subject to the Public Judicial (Free& Clear) Tax Sale (June) 18 months later. The sequence is by statute. Following the Judicial Sale, unsold properties are placed on a Repository List of Unsold Properties. The “new” Repository properties will be available approximately 3 months after the Judicial Sale. Sealed Repository Bids are accepted monthly, the list is updated with what properties have been bid on and once bidder records a deed the property is then removed from the list.

### **WHERE CAN I OBTAIN ADDITIONAL INFORMATION ON THE SIZE AND LOCATION OF THE PROPERTIES?**

Information on size and location of properties can be obtained through the Fayette County Assessment Office (724-430-1350). There is also brief information on the Assessment website [property.co.fayette.pa.us](http://property.co.fayette.pa.us). The County Mapping Department can provide you with a map reflecting the location of the property at your cost (724-430-1350 ext. 4115). You may wish to contact the Township, Borough, or City Zoning Officer for more information. Please consult a telephone directory for the telephone number of the Township, Borough, or City.

### **WHAT TYPE OF PAYMENT CAN BE USED FOR A SEALED REPOSITORY BID?**

For sealed bids it is strictly Money Order, Certified Check, or Cashier’s Check.

### **DO I HAVE CLEAR TITLE TO THE PROPERTY PURCHASED?**

The Bureau does not provide clear title nor will assist the purchaser in obtaining clear title to any property purchased at sale. It is strongly recommended that you have a professional examination of the title. These properties are offered for sale by the Tax Claim Bureau without any guarantee or warranty whatsoever either as to structures upon the land, liens, title, or any other matter. The Bureau will sell the property as described on the dockets in the Fayette County Tax Claim Bureau and makes no representation or warranties as to the description, or even the existence of the property, nor will it make any survey on the property sold. Also, the Bureau, its representatives, employees, and Solicitor make no representation or warranties as to the state of the property or title. You must seek your own legal counsel before and following purchase.

### **WILL ALL OTHER LIENS BE CLEARED FROM THE PROPERTY AS A RESULT OF SALE?**

All back taxes would be exonerated. As for other possible liens or encumbrances specific to Repository Sale, please consult an attorney or a title professional.

### **WHERE DO I FIND INFORMATION ON LIENS OR MORTGAGES?**

By contacting the Fayette County Prothonotary’s Office, 724-430-1272, and the Recorder of Deeds Office, 724-430-1238, to find the existence of liens and/or judgments against the property of interest.

## **IF I HAVE ANY OTHER QUESTIONS OR LEGAL CONCERNS, MAY I CALL THE TAX CLAIM BUREAU?**

No. All other questions should be directed to an attorney of your choice as the Tax Claim Bureau staff cannot give legal advice.

## **WHAT FORMS ARE REQUIRED TO SUBMIT A REPOSITORY BID?**

Bidders must use a “Repository Sale Sealed Bid Form”, a “Tax Claim Bureau Affidavit of Repository Bidder” which need to be signed and notarized, the amount bid in the form of certified funds, and lastly a plain envelope which states “Sealed Bid Repository” clearly written. The Repository Sale Sealed Bid form also has a check list for reference.

## **WHAT REASONS COULD THE BUREAU HAVE TO REJECT A BID?**

There are several reasons the Bureau can reject a bid.

If the envelope had been opened before the first Tuesday of the month. This usually happens due to bidder not clearly stating on the envelope Sealed Bid Repository and the Bureau staff opens all mail unless this is stated clearly. If multiple bids for the same amount but your bid was not received first as of time stamp. The bid did not meet the minimum bid as listed on the repository list. Bid form and/or affidavit are incomplete or missing. If any tax delinquencies are found on a bidder/business/LLC. The taxing district or school district opposed the bid. Lastly, if bidder has been banned from sales conducted by the Bureau.

## **IF I AM A WINNING BIDDER, HOW LONG DOES IT TAKE TO RECEIVE A DEED?**

Once bids are open, we contact the taxing district and the school district. Both districts have sixty (60) days to accept or oppose the bid. After the 60 days the bureau would send the bidder a letter with the amounts needed to record the deed plus the deed preparation fee and the deed which would need to be signed. As a bidder you would have twenty (20) days from the date on the letter to return payment and a signed deed. The bureau then must take the deed to the commissioners to sign, Prothonotary’s Office to have notarized, Uniform Parcel Identification (UPI) stamp, Recorder of Deeds Office to record, finally once recorded the bureau will return the deed. This process in total takes approximately ninety (90) days.

## **HOW WILL I KNOW I HAVE WON MY BID?**

You can contact the Bureau (724-430-1208) after 12:00p on the day of bid opening to find out if your bid was accepted. We also contact you by mail after sixty (60) days.

## **DO I OWN THE PROPERTY ONCE MY BID IS ACCEPTED AS THE WINNING BID?**

No. You will not own the property you bid on until you have a recorded deed for the property in hand.

## **WHAT OTHER FEES WOULD I BE RESPONSIBLE FOR AS A WINNING BIDDER?**

The purchaser is responsible for the following cost associated with the Repository Sale. \*Fees are subject to change

### **Tax Claim Bureau:**

**Bid Price:** Minimum Listed

**Deed Prep Fee:** \$25.00\*

### **Recorder of Deeds Office:**

**Realty Transfer Tax:** 2% of bid price

(Local & State)

**Recording Fee:** \$102.25\*