

# ADAMS COUNTY TAX SERVICES DEPARTMENT

COURTHOUSE, ROOM 202  
117 BALTIMORE STREET, GETTYSBURG, PA 17325  
TELEPHONE: 717-337-9837 FAX: 717-337-5767  
Email: taxoffice@adamscountypa.gov

## ADAMS COUNTY TAX CLAIM BUREAU

### BIDDER PRE-REGISTRATION REQUIREMENTS (2023)

**ALL Prospective Bidders are required to pre-register TEN (10) days prior to the sale date for Upset and Judicial Tax Sales.**

**Registration begins AUGUST 1, 2023  
REGISTRATION DEADLINE – SEPTEMBER 12, 2023**

In order to register, a Tax Sale Bidder Application must be submitted, in person at the above address, with the following information: (1) the individual's name, address and phone number; or (2) the applicant's business name, including the name of all officers, business address and phone number; or (3) the names, business addresses and phone numbers of all members, managers and any other persons with any ownership interest or right in the limited liability company. Additionally, an Affidavit of Bidder must be filed stating the applicant (1) is not delinquent in paying real estate taxes and has no municipal utility bills more than one year outstanding; (2) is not bidding for or acting as an agent for a person who is barred from participating in the sale; and (3) has not, within three years preceding the filing of the application, engaged in or permitted an uncorrected housing code violation, failed to maintain property in a reasonable manner such that the property posed a threat to health, safety or property, or permitted the use of property in an unsafe, illegal or unsanitary manner such that the property posed a threat to health, safety or property.

If the applicant is not an individual, documentation that the signer has the authority to act on behalf of the applicant, and the individual appearing in person to register is the signer of the application or otherwise authorized to act on behalf of the applicant is required.

**ALL forms must be submitted to the Adams County Tax Claim Bureau by SEPTEMBER 12, 2023. NO registrations will be accepted after SEPTEMBER 12, 2023. NO EXCEPTIONS!**

#### **Forms required for registration:**

- o **Bidder Application**
- o **Copy of Photo ID**
- o **Affidavit of Bidder (Must be signed and notarized prior to submission); if for individual bidders, one per potential owner to be listed on a deed.**
- o **Documentation of authority to sign on behalf of an applicant who is not an individual**

Any person who signs a bidder registration knowing that it contains a false statement shall be subject to prosecution for the commission of a misdemeanor of the second degree in violation of 18 Pa.C.S. § 4904 (a) (relating to falsification to authorities).

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County Use: Date Recieved Stamp:

ADAMS COUNTY TAX CLAIM BUREAU

**REAL ESTATE TAX SALE**

**BIDDER APPLICATION**

1. DATE OF APPLICATION COMPLETION: \_\_\_\_\_

2. BIDDER TYPE (*Circle One*):                      INDIVIDUAL(S)                      NON\_INDIVIDUAL

**THIS SECTION TO BE COMPLETED BY INDIVIDUAL BIDDERS**

3. APPLICANT NAME (*To be stated on deed- if more than one individual, state all names*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. ADDRESS OF APPLICANT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. APPLICANT PHONE NUMBER: \_\_\_\_\_

6. IF MULTIPLE INDIVIDUAL OWNERS, TYPE OF OWNERSHIP TENANCY (*If blank, bureau will assign Joint Tenants with the Right of Survivorship*):

\_\_\_\_\_

7. APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY NON-INDIVIDUAL BIDDERS**

8. APPLICANT NAME (*To be stated on deed*):

\_\_\_\_\_

9. ADDRESS OF APPLICANT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. APPLICANT TYPE (*Ex: LLC, Corporation, etc.*)

\_\_\_\_\_

11. IN THE SPACE PROVIDED, PLEASE LIST ALL OFFICERS, THEIR BUSINESS ADDRESS & PHONE NUMBERS. THIS INCLUDES ALL MEMBERS, MANAGERS AND OTHER PERSONS WITH ANY OWNERSHIP INTEREST OR RIGHT IN A LIMITED LIABILITY COMPANY:

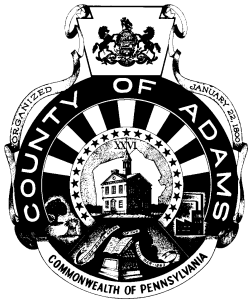
12. APPLICANT/AUTHORIZED SIGNATURE:

\_\_\_\_\_

13. DATE:

\_\_\_\_\_

County Review: \_\_ ID; \_\_ Doc of Non-Ind; Comments (approved?): \_\_\_\_\_ Date: \_\_\_\_\_ Intls: \_\_\_\_\_



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### ADAMS COUNTY TAX CLAIM BUREAU

#### AFFIDAVIT OF BIDDER ADAMS COUNTY TAX SALE

Having been duly sworn according to law depose and say as follows:

1. I am an adult resident of the State or Commonwealth of \_\_\_\_\_ and am a bidder at the Tax Sale conducted by the Adams County Tax Claim Bureau who is authorized to make this certification on behalf of the applicant listed on the attached Real Estate Tax Sale Bidder Application dated \_\_\_\_\_.
  
2. I hereby certify to the Adams County Tax Claim Bureau that the applicant listed on the attached application and/or I, are not delinquent in paying real estate taxes to any taxing districts within the Commonwealth of Pennsylvania ("Commonwealth"), and that the applicant or I, have no outstanding municipal utility bills that are more than one year outstanding within any municipal jurisdiction within the Commonwealth.
  
3. I hereby certify to the Adams County Tax Claim Bureau that I am not bidding for or acting as an agent for a person or entity who is barred from participating in any Adams County Tax Claim Bureau tax sale.
  
4. I hereby certify to the Adams County Tax Claim Bureau that applicant and/or I has not, within the three (3) years preceding the filing of the application, engaged in a course of conduct or permitted an uncorrected housing code violation to continue unabated after being convicted of an uncorrected housing code violation, and has not either:
  - a. Failed to maintain property owned by the applicant in a reasonable manner such that the property posed a threat to health, safety or property; or
  - b. Permitted the use of the property in an unsafe, illegal or unsanitary manner such that the property posed a threat to health, safety or property
  
5. I hereby certify to the Adams County Tax Claim Bureau that the applicant and/or I understand that an applicant who signs a bidder registration application knowing that it contains a false statement and who causes it to be filed with the Adams County Tax Claim Bureau shall be subject to prosecution for the commission of a misdemeanor of

the second degree in violation of 18 Pa.C.S. § 4904 (a) (relating to unsworn falsification to authorities).

I AFFIRM, UNDER PENALTY OF PERJURY, THAT THIS CERTIFICATION IS TRUE AND ACCURATE.

\_\_\_\_\_  
BIDDER'S SIGNATURE

\_\_\_\_\_  
DATE

State of

} ss.

County of

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared

\_\_\_\_\_  
Known to me (or satisfactorily proven) to be the person whose name they subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
My Commission expires \_\_\_\_\_

## **ADAMS COUNTY TAX CLAIM BUREAU SALE INFORMATION**

There will be no Redemption Period after the date of the sale, but the taxes and costs can be paid up to the date of the sale.

It is strongly urged that the prospective purchasers have an examination made of the title of any property in which they may be interested. Every reasonable effort has been made to keep the proceedings free from error. However, in every case the Tax Claim Bureau is selling the taxable interest and the property is offered for sale by the Tax Claim Bureau without guarantee or warranty whatsoever.

The property so struck down will be settled for before the next property is offered for sale. Deeds for the premises will be prepared by the Tax Claim Bureau and recorded. Buyer(s) will be required to pay, in addition to their bid, at the time the property is struck down to them, the basic sum for preparing and recording the deed, and the costs of such realty transfer stamps as required (2% of the assessed value multiplied by the common level ratio factor). The Tax Claim Bureau will mail the deeds to the address given by the purchaser.

A property will not be sold if the delinquent taxes and all costs are paid prior to the sale and it is suggested that this be done as soon as possible before the sale, as the earlier this is done, the more saving there will be in the amount of costs etc.

It is repeated that there is no redemption after the property is sold and all sales will be final. No adjustments will be made after the property is struck down.

### **NOTICE TO PROSPECTIVE TAX SALE BIDDERS**

**IN ACCORDANCE WITH ACT NO 133 P.L. 1368, NO 542 (AMENDED JUNE 30, 2021), PROSPECTIVE PURCHASERS AT ALL TAX SALES MUST APPEAR AND REGISTER AT THE ADAMS COUNTY TAX CLAIM BUREAU, 117 BALTIMORE STREET, ROOM 202, GETTYSBURG, PA 17325, NOT LESS THAN TEN (10) DAYS BEFORE THE SCHEDULED UPSET TAX SALE (SEPTEMBER 12, 2023 4:30 PM E.D.S.T). IN ORDER TO REGISTER, THE PROSPECTIVE PURCHASER MUST SUBMIT AN APPLICATION THAT INCLUDES THE FOLLOWING INFORMATION:**

- 1. IF THE APPLICANT IS AN INDIVIDUAL, THE INDIVIDUAL'S NAME, RESIDENTIAL ADDRESS AND PHONE NUMBER;**
- 2. IF THE APPLICANT IS NOT AN INDIVIDUAL, THE APPLICANT'S NAME, INCLUDING THE NAME OF ALL OFFICERS, BUSINESS ADDRESS AND PHONE NUMBER;**
- 3. IF THE APPLICANT IS A LIMITED LIABILITY COMPANY, THE NAMES, BUSINESS ADDRESSES AND PHONE NUMBERS OF ALL MEMBERS, MANAGERS AND ANY OTHER PERSONS WITH ANY OWNERSHIP INTEREST OR RIGHT IN THE LIMITED LIABILITY COMPANY;**
- 4. AN AFFIDAVIT STATING THAT THE APPLICANT:**
  - a. IS NOT DELINQUENT IN PAYING REAL ESTATE TAXES TO ANY TAXING DISTRICT IN THE COMMONWEALTH OF PENNSYLVANIA AND THAT THE APPLICANT HAS NO MUNICIPAL UTILITY BILLS THAT ARE NOT MORE THAN ONE (1) YEAR OUTSTANDING ANYWHERE IN THE COMMONWEALTH OF PENNSYLVANIA;**

**b. IS NOT BIDDING FOR OR ACTING AS AN AGENT FOR A PERSON WHO IS BARRED FROM PARTICIPATING IN THE UPSET SALE;**

**c. HAS NOT, WITHIN THE THREE (3) YEARS PRECEDING THE FILING OF THE APPLICATION, ENGAGE IN A COURSE OF CONDUCT OR PERMITTED AN UNCORRECTED HOUSING CODE VIOLATION TO CONTINUE UNABATED AFTER BEING CONVICTED OF AN UNCORRECTED HOUSING CODE VIOLATION AND HAS NOT EITHER:**

**i. FAILED TO MAINTAIN PROPERTY OWNED BY THE APPLICANT IN A REASONABLE MANNER SUCH THAT THE PROPERTY POSED A THREAT TO HEALTH, SAFETY OR PROPERTY; OR**

**ii. PERMITTED THE USE OF PROPERTY IN AN UNSAFE, ILLEGAL OR UNSANITARY MANNER SUCH THAT THE PROPERTY POSED A THREAT TO HEALTH, SAFETY OR PROPERTY; AND**

**d. UNDERSTANDS THAT AN APPLICANT WHO SIGNS A BIDDER REGISTRATION APPLICATION KNOWING THAT IT CONTAINS A FALSE STATEMENT AND WHO CAUSES IT TO BE FILED WITH THE ADAMS COUNTY TAX CLAIM BUREAU SHALL BE SUBJECT TO PROSECUTION FOR THE COMMISSION OF A MISDEMEANOR OF THE SECOND DEGREE IN VIOLATION OF 18 Pa.C.S. § 4904(a) (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES).**

**e. IF THE APPLICANT IS NOT AN INDIVIDUAL, DOCUMENTATION THAT THE SIGNER HAS THE AUTHORITY TO ACT ON BEHALF OF THE APPLICANT, AND THE INDIVIDUAL APPEARING IN PERSON TO REGISTER IS THE SIGNER OF THE APPLICATION OR OTHERWISE AUTORIZED TO ACT ON BEHALF OF THE APPLICANT.**

**f. NO INDIVIDUAL WHOSE LANDLORD LICENSE HAS BEEN REVOKED IN A MUNICIPALITY PUSUANT TO ITS ORDINANCE MAY PURCHASE PROPERTY IN THE COUNTY IN WHICH THE LOCAL MUNICIPALITY IS LOCATED AT A TAX SALE UNDER THIS ACT.**

**ANY PERSON WHO ATTENDS THE TAX SALE WHO HAS NOT MET THE ABOVE CRITERIA AND WHO HAS NOT PRE-REGISTERED AT LEAST TEN (10) DAYS PRIOR TO THE SALE WILL NOT BE PERMITTED TO BID.**

**IMPORTANT: The Bureau will not accept changes made to the name(s) or entity(ies) that is/are provided on the application referenced above for preparation of the deed.**

UPSET SALE: **TERMS OF SALE:**

In the case of all properties selling for one hundred dollars (\$100.00) or less, cash in the form of currency of the United States must be paid in full at the time the property is struck down. In the case of properties for which more than one hundred dollars (\$100.00) has been bid, the sum of one hundred dollars (\$100.00) cash in the form of currency of the United States must be paid with the balance being paid by a check or other



satisfactory payment when the property is struck down. If the balance of the purchase price is not paid for any reason (for example, if a check is not paid), the one hundred dollars (\$100.00) cash paid shall be forfeited as liquidated damages.

JUDICIAL SALE: **TERMS OF SALE**

In the case of all properties selling for fifty dollars (\$50.00) or less, cash in the form of currency of the United States must be paid in full at the time the property is struck down. In the case of properties for which more than fifty dollars (\$50.00) has been bid, the sum of fifty dollars (\$50.00) cash in the form of currency of the United States must be paid with the balance being paid by a check or other satisfactory payment when the property is struck down. If the balance of the purchase price is not paid for any reason (for example, if a check is not paid), the fifty dollars (\$50.00) cash paid shall be forfeited as liquidated damages.

An owner shall have no right to purchase his own property at judicial sale under the provisions of 72 P.S. § 5860.618. "Owner" is defined as any individual, partner, shareholder, trust, partnership, limited partnership, corporation or any other business association that has any individual as part of the business association who had any ownership interest or rights in the property.

**NOTICE OF CHANGE** beginning with 2019 Judicial Sales: All properties offered for sale will now be offered at a starting bid of that which is equal to those costs set forth in the upset price at the prior sale, and the additional costs incurred relative to the judicial sale including the fee for title search. In the event that a property does not receive the minimum bid at Judicial Sale, that property will then be transferred to the Bureau's Repository for Unsold Properties where it will be subject to a minimum bid similar to that of the Judicial Sale. The Bureau will begin taking bids on Repository properties at a later date to be announced via the County website, [www.adamscounty.us](http://www.adamscounty.us).