

PROCESS TO SUBMIT REQUEST FOR REPOSITORY SALE

Print out application/bid form from our website or pick up in our office. www.delcopa.gov

Chester City Properties:

****The City of Chester has additional steps for submitting a bid for a property off the Repository List you must complete all the paperwork provided on our website including the bidder application, the bidder affidavit, the certified check or money order of your bid (minimum of \$600.00). Additionally, Chester City requires showing a bank statement of \$5,000.00 per requested property. A developmental plan is to be included also (what you intend to do with the property). City of Chester also requires corporation paperwork if putting the deed into a company name. The bank statement would also need to be in the company name as well. These additional requirements should be submitted to the Tax Claim Bureau when submitting application/bid form when trying to obtain consent letter. The Tax Claim Bureau will then turn it all over for review and a final decision from Chester City ****

All Other Municipalities (Aldan Thru Yeadon) Properties:

Complete application/bid form correctly and completely and bring to municipality office where property is located to obtain consent letter from the township/borough manager or possibly finance officer/zoning officer allowing the property to be purchased off the repository list. The municipality will review the application and determine if the reason for purchase is permissible/feasible/permittable for the dimensions/conditions of the property. Please give a detailed description of what you plan to do with the ground, lot, house, etc. The municipality may deny the purchase due to the municipality wanting to purchase the property for themselves or if the reason for purchase is not agreeable to them.

If a letter of consent is given, the applicant should bring the completed application/bid form, the consent letter, the notarized affidavit (also available on our website) and a money order for \$600.00 (or whatever their bid is) to the Tax Claim Bureau. If the perspective buyer wishes to put the property in a corporation or LLC please provide corporation paperwork when you submit the bid. The Tax Claim Bureau will then let the perspective buyer know via mail, the additional money orders required to record the deed (transfer tax, acknowledgement of deed, recording fee, etc.). Keep in mind, the fact that the property can be purchased does not guarantee that you will be able to get a permit to go forward with whatever you intend to do with it. The consent letter also does not give zoning approval or use and occupancy permission.

FURTHER INFORMATION/REQUIREMENTS:

As mentioned above, under local municipality code, property may not be able to be developed because of restrictions. The Tax Claim Bureau handles the clerical end of the transaction. The office is unable to answer questions concerning the location and/or condition of the properties or give legal advice. You can navigate the County website for various property information. Other questions about Pennsylvania Real Estate Tax Sale Laws can be researched in a Pennsylvania library.

Minimum bid for Repository properties is \$600.00. To submit a request, follow instructions above. Minimum bid must be in the form of a money order or cashier check made payable to Tax Claim Bureau and attached to the application/bid form when submitted with *all* required paperwork filled out correctly and 100% completely.

No application/bids can be turned in without the consent letter. No applicant can have delinquent real estate taxes in the Commonwealth of Pennsylvania and must have no municipal utility bills that are not more than one year outstanding anywhere in the Commonwealth. Other restrictions are detailed in House Bill 264. ALL SALES ARE FINAL FOR ALL FOLIO NUMBERS.

The Bureau does not provide clear title, nor will it assist the purchaser in obtaining clear title to any property purchased. It is strongly urged that you have a professional examination made of the title. These properties are offered for sale by the Bureau without any guarantee or warranty, whatsoever, either as to the structures upon the land, liens, title or any other matter. The properties have little to no value.