



**COUNTY OF GREENE  
TAX CLAIM BUREAU**

Greene County Office Building  
93 E. High Street • Waynesburg, Pennsylvania 15370  
Phone: 724-852-5232 • Fax: 724-852-5293  
[www.greenecountypa.gov](http://www.greenecountypa.gov)

## **PRE-REGISTRATION REQUIREMENTS**

**Effective August 2021 – ALL Prospective Bidders are required to pre-register not less than 10 days prior to the sale date.**

In order to register, a Bidder Registry Form must be submitted 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, along with a copy of your IRS Form SS-4. Additionally, an Affidavit of Bidder must be filed stating the applicant (1) is not delinquent in paying real estate taxes in any of the taxing districts in the Commonwealth of Pennsylvania, 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 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.

**ALL** forms must be submitted to the Tax Claim Bureau by the registration cut-off date, which will be announced prior to each sale. **NO** registrations will be accepted after the cut-off date. **NO EXCEPTIONS!!!**

**Items required for registration:**

- **Bidder Registry Form**
- **Copy of Photo ID**
- **Affidavit of Bidder (Note: All persons listed on the deed or Bill of Sale must complete an Affidavit.)**
- **Registration Fee of \$10.00 (Cash Only)**

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 (relating to falsification to authorities).



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**SALE CONDITIONS and INSTRUCTIONS**

The Greene County Tax Claim Bureau tax sale for delinquent real estate taxes will be conducted as an auction. All Properties are sold pursuant to the Real Estate Tax Claim Law (RETSL), Act 542 of 1947, P.L. 1368, as amended. All title transfers are under and subject to the act.

\*\*All prospective buyers shall pre-register before the sale in the allotted time frame, announced prior to each sale. All required forms shall be returned to the Tax Claim Bureau. No registrations will be taken after the cutoff date!! Registration packets are available on our Web Site, [www.greenecountypa.gov](http://www.greenecountypa.gov) or in the Tax Claim Bureau office.

1. The properties are being offered for sale by the Greene County Tax Claim Bureau without any representation, warranty or guarantee whatsoever, either as to the existence, to correctness of ownership, the size, boundaries, location, structures, condition of structure(s) or lack of structure(s) upon the lands, liens, title or any other matter or thing whatsoever.
2. **TERMS OF SALE:** Payment in full is required for all properties purchased. Payments must be brought to the Bureau office between 1:00-3:00 PM the day of the sale.

**PAYMENTS ACCEPTED:** Cash, certified or cashier's check and money order.

3. The Tax Claim Bureau will issue a deed or bill of sale to the purchaser(s) and the deed shall be recorded before delivery to the purchaser(s). NOTE: the property will be deeded to the purchaser(s) only!! No assignments of deed will be accepted!!
4. The deeds will not be filed for at least 3 months following the sale due to completion of the court process. DO NOT expect a deed any sooner than this!!
5. Entrance to the property is **PROHIBITED** until a deed is received. The present owner has the rights and responsibilities of the property until the deed is recorded in the purchaser's name and no rights of ownership are transferred until that time.
6. There will be **NO REDEMPTION** after the property is sold. All sales are final, **NO REFUNDS** will be given.
7. A successful bidder shall be responsible for paying the current year real estate taxes for an Upset or Repository Sale and any taxes that come out after the date of a Judicial Sale. These taxes are **NOT** included in the selling price of the property.



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*Real Estate Tax Sale*  
**BIDDER REGISTRY**

Date: \_\_\_\_\_

INDIVIDUAL

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Photo ID (please enclose photocopy)

BIDDER NO.

BUSINESS

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ EIN#: \_\_\_\_\_

Photo ID (please enclose photocopy)

Please enclose list of all officers

LIMITED LIABILITY COMPANY

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ EIN#: \_\_\_\_\_

Photo ID (please enclose photocopy)

Please enclose a list including the names, business addresses and phone numbers for all members, managers and any other persons with any ownership interest or right.

For Office Use Only  
Verifications:  
ID: \_\_\_\_\_  
Taxes: \_\_\_\_\_  
Munic. Liens: \_\_\_\_\_  
Affidavit: \_\_\_\_\_



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**AFFIDAVIT OF BIDDER**

**I/We hereby certify the following:**

1. I/We AM/ARE an adult Citizen of the United States of America and am/are authorized to make this Certification.
2. Pursuant to section 619.1 of the Real Estate Tax Sale Law, 72 P.S. Section 5860.619.1, I/We hereby certify to the Greene County Tax Claim Bureau that I/We am/are not delinquent in paying Real Estate taxes to any of the taxing districts in the Commonwealth of Pennsylvania, and that I/We have no municipal utility bills that are more than one year outstanding.
3. I/We am/are NOT bidding for or acting as an agent for a person who is barred from participating in the sale.
4. Pursuant to Section 601 (d) of the Real Estate Tax Sale Law, 72 P.S. Section 5860.601 (d), I/We hereby certify that I/We have not had a landlord license revoked in any municipality within the County of Greene, and I/We further certify that I/We am/are not bidding for, or acting as an agent for, a person whose landlord license has been revoked.
5. I/We have NOT 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.
6. Pursuant to Section 618 of the Real Estate Tax Sale Law, 72 P.S. Section 5860.618, I/We hereby certify that I/We was/were not the owner of the property immediately prior to sale thereof by the Greene County Tax Claim Bureau, nor am I/We in any of the following legal relationships with the owner; trust, partnership, corporation, or any other business association.
7. I/We acknowledge, that as a prospective purchaser, I/We have had the opportunity to have an examination made of the title to any property in which I/We 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 offered for sale by the Tax Claim Bureau without any guarantee or warranty whatever, either as to structures or lack of structures upon the land, liens, title or any other matter.
8. I/We have reviewed and acknowledge the Sale Conditions and Instructions Governing the Sale.
9. I/We acknowledge that if I/We have violated any of the above provision, that the Tax Claim Bureau may prohibit me/us from bidding at the Sales.

I/We affirm, under penalty of perjury, that this Certification is true and correct.

\_\_\_\_\_  
(Signature of Bidder in front of Notary)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

