

Registration Requirements

All Third Parties must register with the County Clerk's Office in accordance with the dates set forth. The following information shall be provided.

- Potential Purchaser's Name
- Mailing Address (physical and P.O. Box)
- Telephone Number
- The purchaser's state registration number received from the Department of Revenue.
- If the purchaser is entity, the name of the contact person shall also be provided.
- Potential purchasers shall sign the affidavit affirming that they are not related with any other entity that will be participating in the sale.
- A Non-Refundable Registration Fee will be charged for each bill, A fee of \$5.00 / Certificate for Prior Year List and a fee of \$10.00 / Certificate for Current Year List are required before the List of Certificates are accepted. A SEPARATE CHECK OR MONEY ORDER IS REQUIRED. There is a \$250.00 cap.
- Any Remaining Balance must be paid in full before Certificates are recorded.

(Forms can be obtained in our office during normal business hours.)

Current Year Certificates of Delinquency

The list of the current year Certificated of Delinquency shall be prepared by the Third Party Purchasers and shall include the following information.

- o The Tax Bill Number
- o The Taxpayer Name
- o The amount due on each Certificate of Delinquency
- o The following sworn statement; "I hereby certify that I am not participating in this sale in conjunction with any related person ore related entity to obtain any advantage over other potential purchasers at the sale."
- o The County Clerk obtains the right to require a Deposit. At this time a Deposit is not required. This is subject to change at any given time. Please contact the County Clerk

Prior Year Certificate Procedures

Any Third Party Purchasers that have Prior Year Certificates that wish to purchase Prior Tax Bills that relate to that property shall submit a separate list before the tax sale. Please contact your County Clerk for the specific date. The list shall be clearly identified as a prior year certificate of delinquency list and shall include the following information:

- The current year's tax bill number and name.
- The prior year claim's tax bill number and name.