Repository Guidelines/Procedures

Distribution of Lists

- Anyone requesting a printed repository list for unsold properties may obtain one from the Bureau either at the office at a cost of $0.25/page or via the U.S. mail at a cost of $10.00 per copy.
- The list is updated as necessary.
- All lists include... sale conditions and one bid form.
- All repository bids will be processed in a timely manner at the Bureau’s discretion.
- The repository list may be available online at [www.dauphincounty.org](http://www.dauphincounty.org) at the option of the bureau.

Submission of Bids

- **ALL BIDS MUST BE ON BUREAU-APPROVED FORMS AND BE COMPLETED IN FULL. INCOMPLETE FORMS WILL BE REJECTED.**
- **ALL BIDS MUST BE RECEIVED BY THE BUREAU PRIOR TO 3 P.M.**
- **MINIMUM BID IS $1000.00 PER PARCEL.**

- Repository bids may be presented at the counter of the Dauphin County Tax Claim Bureau, 2 S. Second Street, Harrisburg, PA 17101, or, bids may be submitted via the U.S. mail with notarized proof of identity.

- Fees will be outlined by the Tax Claim Bureau and must be paid at the time the bid is submitted. If the bid is not accepted or approved as herein above or hereafter set forth, 50% of the bid or a maximum amount of $550 will be retained by the Bureau as processing costs “Processing Costs”. The remaining bid amount, 2% transfer tax based on bid amount, Prothonotary and Recorder of Deeds costs will be refunded to the bidder.

- Fees to be Paid-

  - **Method of payment accepted for Repository properties are cash or money orders made payable to the Dauphin County Tax Claim Bureau (one check only per parcel; not 3 checks).**
  - **The Bureau requires a separate check for each parcel bid on.**
  - Fees are as listed below but are subject to change:
    - Prothonotary - $15.25
    - Tax Claim Bureau – bid amount plus $25
    - Recorder of Deeds – 2% of bid amount plus $20 (UPI fee) plus $86.75 deeds fee

    - **Example for $1000.00 bid on city property – In addition to the bid, a Recorder of Deeds amount due would be $20.00 (2% fee) plus $20 UPI plus $86.75 totaling $167.00 in costs.
• Multiple Bids of the Same Property

  o If more than one bid for the same dollar amount is received on the same property, all parties/bidders will be notified to submit a second sealed bid by a specifically-stated deadline. The second bids will be time-stamped to reflect the date and time of receipt by the Dauphin County Tax Claim Bureau and all bids will be opened on the specified date.

  o *The highest bid will be accepted by the Bureau, subject to bidder qualifications.*

  o In the event two or more bids are the highest bid but the same amount, the Bureau will accept the bid bearing the earliest time-stamp.

  o The losing bidder(s) will be refunded the entire amount of their rejected bid plus Prothonotary, Tax Claim Bureau, and Recorder of Deed fees/costs.

Payment of All Delinquent Tax

If, before a repository deed is recorded, a payment of all delinquent tax and any applicable cost and interest due on the repository property is paid by any party and accepted by the Bureau, the repository bid will become null and void. In that event the Bureau will process a refund of the entire bid amount plus Prothonotary, Tax Claim Bureau, and Recording of Deeds cost/fees.

Qualification of Bidder

• The Dauphin County Tax Claim Bureau will verify via the Tax Claim Bureau file that the bidder (person, entity, etc…) does not owe delinquent tax on any other owned property in Dauphin County. If delinquent taxes are owed in the name of the bidder or a name with which the bidder is associated, the bid will not be accepted.

• The Dauphin County Tax Claim Bureau will verify with the municipality where the repository property is located that no municipal liens are outstanding in the name of the bidder. If municipal liens exist and are outstanding in the name of the bidder or a name with which the bidder is associated, the bid will not be accepted and the Processing Costs will be retained by the Bureau.

• Three certifications (as provided) must be returned with notarization to the Bureau at the time the bid is submitted to the Bureau.

  o Certification the bidder has no delinquent taxes due the taxing body where property is located (*every bidder must complete*).

  o List and Certification of no delinquent taxes due the taxing body where property is located for any individuals with ownership interest or right in entity in which bidder is a partner, member, affiliate or similar ownership position.

  o List and Certification of no delinquent taxes due the taxing body where property is located for any corporation in which the bidder is a shareholder.

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**Processing of Bid**

- Following the qualification of the bidder and the receipt of an acceptable bid and associated costs and fees the Tax Claim Bureau will first forward the bid(s) to the Dauphin County Commissioners for approval/ or rejection.

- If the bid has been approved by the Commissioners, the bid will then be forwarded to the appropriate taxing authorities (i.e. political subdivisions – municipal and school) for approval.
  - If a bid is rejected by any of the taxing authorities, a letter of rejection will be mailed to the bidder, the Processing Costs will be retained by the Bureau and the balance refunded to the bidder. If the bidder requires further information regarding the rejection they are advised to contact the taxing authority that rejected the bid.

- When approved by all taxing authorities, the bidder will receive notification from the Tax Claim Bureau advising that the specific bid has been approved.

The deed(s) will be processed (after funds have cleared) and mailed to the purchaser in a timely manner.

*These guidelines have been reviewed and approved by the Tax Claim Bureau Solicitor.*