

Tax Claim Bureau

The Crawford County Tax Claim Bureau by law collects all delinquent real estate taxes for the county. Crawford County's taxing districts consist of 35 townships, 14 boroughs, and 2 cities, Meadville and Titusville. This encompasses 7 school districts: Crawford Central, Penncrest, Conneaut, Jamestown, Union City, Corry and Titusville. The townships, boroughs, and school districts receive a monthly distribution payment from the tax claim bureau for taxes that were collected during the month period. A 5% commission is deducted from all tax monies before distribution and turned over to the Crawford County Commissioners.

All current real estate taxes not collected by the 51 Crawford County Tax Collectors are declared delinquent and become the responsibility of the Crawford County Tax Claim Bureau to collect. Tax collectors statewide are required to settle with the Treasurer's office by January 15th. Contact your local tax collector for the final date they will accept payment at the penalty amount. Once the tax collectors have settled, all delinquent tax payments must be made at the Crawford County Tax Claim Bureau either in person or by mail. Please indicate your property control number on your payment to be assured of proper credit.

The tax claim bureau charges \$15.00 for each lien (1 fee each for County, Municipality and School) that is turned over to the bureau. This fee is added to the penalty amount submitted by the tax collectors. Interest is added the first of every month starting in March and is computed at the rate of $\frac{3}{4}$ of 1 percent. Interest is charged on the face and penalty amounts only.

A courtesy notice is sent by regular mail the first week of February to all property owners with outstanding previous year taxes. The cost of this mailing is added to the outstanding balance.

A Notice of Claim, via certified mail is sent to all property owners who have delinquent taxes turned over to the bureau. This notification indicates the exact amount of delinquent tax owing for that year. These notices are mailed in April.

A Notice of Public Sale via certified and restricted mail is also sent during May to those property owners whose property is subject to the Crawford County Tax Claim Sale. These notices are sent to those who are delinquent with 2 years of taxes. The Tax Sale is held once a year during the month of September. The treasurer and the county solicitor set the date of the sale.

Property owners have until the time of the sale to pay the taxes in full or make a partial payment and sign an agreement to "stay the sale." This agreement is a payment plan set up on an individual basis according to the amount due for the tax year that is in jeopardy of sale.

"Buyer beware" for those who are interested in purchasing properties at the tax claim sale. All liens against the property go with the property. Be sure to research the properties in full prior to and up to the time of the sale. A tax deed is issued approximately 4 months after the sale. Cash or cashier's checks are accepted at the sale. Properties that are not bid on at the sale become county held properties. These properties are then available for private bids in the treasurer's office. There are also other properties available for private bid from previous tax claim sales. A book is available in the treasurer's office that can be viewed for your information.