

OFFICE OF THE  
**CRAWFORD COUNTY TAX CLAIM BUREAU**

903 DIAMOND PARK  
MEADVILLE, PENNSYLVANIA 16335  
PHONE 814/333-7332 FAX 814/333-2025

**CHRISTINE L. KRZYSIAK**  
Director

**KATIE ECKSTEIN**  
Deputy Director

## **PRE-REGISTRATION REQUIREMENTS**

**Effective September 1, 2021 – ALL Prospective Bidders are required to pre-register 10 days prior to the sale date for Upset and Judicial sales pursuant to Act 2021-33. Registration begins approximately 6 weeks prior to sale date.**

In order to register, a Bidder Registration Form must be submitted with the following information:

- Individual Person-Applicant's name, address and phone number.
- Business – Business name, names of all officers, business address and phone number.
- L.L.C. – 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.

Additionally, an Affidavit of Bidder must be filed stating that the applicant 1) is not delinquent in paying real estate taxes 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!!!**

Forms required for registration:

- Bidder Registration Form (Individual, Business or L.L.C.)
- Copy of Photo ID
- Sale Conditions and Instructions
- Affidavit of Bidder (must be signed and notarized)
- \$10 Non-Refundable Bidder Registration Fee (certified funds 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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**UPSET/JUDICIAL  
SALE CONDITIONS AND INSTRUCTIONS**

The Crawford 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 website [www.crawfordcountypa.net/treasurer](http://www.crawfordcountypa.net/treasurer) or in the Tax Claim Bureau office.**

1. The properties are being offered for sale by the Crawford County Tax Claim Bureau without any representation, warranty or guarantee, either as to the existence, to correctness of ownership, the size, boundaries, location, structures, condition of structure(s) or lack thereof upon the lands, liens, or title.
2. **TERMS OF SALE:** Payment of \$3,000 deposit or entire purchase price(including 2% realty transfer tax, recording fee and deed filing fee) due immediately after property is struck down. Any remaining balance is required by 2:30 pm on date of sale.
3. **FORMS OF PAYMENT ACCEPTED:** Certified check, cashier's check, money order and cash. **\*\*\*NO PERSONAL OR BUSINESS CHECKS OR CERTIFICATION STATEMENT FROM BANK ACCEPTED\*\*\***
4. The Tax Claim Bureau will issue a deed or bill of sale to the purchaser and the deed shall be recorded before delivery to the purchaser. NOTE: the property will be deeded to the purchaser(s) only! No assignments of deed will be accepted!!
5. There will be NO REDEMPTION after the property is sold. All sales are final, NO REFUNDS will be given.

## **AFFIDAVIT OF BIDDER CRAWFORD COUNTY TAX SALE**

I hereby certify the following:

1. I am an adult citizen of the United State of America, a bidder at the Tax Sale conducted by the Crawford County Tax Claim Bureau and authorized to sign this affidavit.
2. I hereby certify to the Crawford County Tax Claim Bureau that I am not delinquent in paying real estate taxes to any of the taxing districts in the Commonwealth of Pennsylvania.
3. I have no outstanding municipal utility bills that are more than one year outstanding within any municipal jurisdiction in the Commonwealth of Pennsylvania.
4. I am not bidding for or acting as an agent for a person who is barred from participating in the sale under section 601 (d) of the Real Estate Tax Sale Law.
5. I have not , within the preceding three years engaged in a course of conduct or permitted an uncorrected housing code violation, as defined in section 619 (e) of the Real Estate Tax Sale Law, to continue unabated after being convicted of an uncorrected housing code violation and have not failed to maintain owned 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. I certify that I was not the owner of any property being exposed to the Tax Sale immediately prior to any, Judicial, Private or Repository sale by the Crawford County Tax Claim Bureau.
7. I certify that I am not a partner or a shareholder of the owner of any property being exposed to the Judicial Tax Sale, nor am I in any of the following legal relationships with the owner: trust, partnership, corporation or any other business association.
8. I understand that any false statement contained in the attached registration form and this affidavit may subject me to criminal prosecution for the commission of a misdemeanor of the second degree (relating to unsworn falsification to authorities).

I have received, read, understand and will comply with the Sale Conditions and Instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of Pennsylvania

County of Crawford

Sworn To and Subscribed

Before me the \_\_\_\_\_ Day

Of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary

\_\_\_\_\_  
My Commission Expires