

Fayette County Tax Claim Bureau
PROCEDURE TO SUBMIT A SEALED REPOSITORY BID

1. The Bureau shall maintain a list of repository properties. The list is available for public inspection during business hours and can be viewed on the Bureau's webpage. Printed copies are a p/page fee.
2. Bids will not be accepted from a bidder who has walked away from a winning bid in any prior years Upset, Judicial, County Auction or Repository Sale in Fayette County.
3. Bids will be accepted daily and placed in a lock box until the bid open date.
4. Bids will be opened monthly except in the month of September.
5. Bids must be submitted using the Bureau's bid form.
6. The minimum bid accepted is listed on the repository list.
7. Payments are strictly Cash, Cashier's Check, Certified Check or Money Order.
8. Bid form and payment must be submitted in a sealed envelope marked **Sealed Bid-Repository**
9. Bid form and payment are only accepted In Person or By US Mail at the Fayette Co Tax Claim Bureau, 61 East Main Street, Uniontown PA 15401
10. Bids will be date time stamped and initialed by the Bureau employee receiving the bid.
11. Bids will be placed in a lock box and not removed until the bid open date.
12. Bids will not be accepted after 9:45 am on any bid open date.
13. Bids will be publicly opened at 10:00 am on the 1st Tuesday each month, except September. If a 1st Tuesday is a legal holiday then the next business day applies.
14. In the event two or more bids are the highest and same amount, the Bureau will accept the bid bearing the earliest date time stamp.
15. The Bureau will mark the repository list "sale pending"
16. The Bureau will place approval of sales on the Agenda of the next regularly scheduled County Commissioners Meeting. Said approval of the sale shall be subject to all conditions being met prior to deed recording.
17. The Bureau will notify the two taxing districts, in writing, of the bid and the taxing districts will have 60 days from the date of the Bureau's letter to accept or reject the bid.
18. The Bureau will notify the successful bidder, in writing, of the two taxing districts decisions.
19. If the successful bidder rescinds the bid, the Bureau will retain a ten (10%) percent of the bid amount as an administration fee. If the bid was rejected, all bid money will be returned to the bidder.
20. Within twenty (20) days following the sale, the successful bidder must submit to the Bureau an Affidavit of Repository Bidder along with full payment: \$25.00 deed preparation, actual recording fee, actual transfer tax and/or \$5.00 bill of sale(mobile home).
21. The Bureau will prepare and issue the deed(real estate) and/or bill of sale (mobile home).
22. The Bureau is responsible to have the deed recorded at the expense of the purchaser.
23. The Bureau is responsible to mail the Bill of Sale to the purchaser and the purchaser will be responsible for transfer of title with the PA Department of Motor Vehicles.
24. The Bureau shall notify all affected taxing districts, the county assessment office and any affected tax collector of the sale and of any restriction on the assessment.