TAX CLAIM BUREAU

MONROE   COUNTY

Cindy Lee Treible, Director

PRE-REGISTRATION REQUIREMENTS

Effective August, 2021 – ALL Prospective Bidders are required to pre-register 10 days prior to the sale date for Upset and Judicial Sales.
Registration for 2023 Upset will begin 8/14/23 – 9/1/23.

In order to register, a Bidder Registry Form must be submitted with the following information: (1) The individual's name, address and phone number; or (2) The applicant's business name, including the name of all officers, business address and phone numbers; or (3) The 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 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** registration will be accepted after the cut-off date and **MUST** be completed in person. **NO EXCEPTIONS!!!!**

Forms required for registration:
- **Bidder Registry Form**
- **Copy of Photo ID**
- **Sale Conditions and Instructions**
- **Affidavit of Bidder (Must be signed and notarized)**
- **Business/Corporate Registration Documents**

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).