



## OFFICE OF TAX CLAIM BUREAU

DAUPHIN COUNTY ADMINISTRATION BUILDING  
2 SOUTH SECOND STREET, FIRST FLOOR  
P.O. BOX 1295  
HARRISBURG, PA 17108  
(717) 780-6125  
(717) 780-6485 FAX

### Repository Guidelines/Procedures

**BOARD OF COMMISSIONERS**  
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### 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 for forms or \$5.00/per full list with included forms. The list and all necessary forms are also available at [www.dauphincounty.gov](http://www.dauphincounty.gov) (*\*only available when list is open for bidding*).
- The list is updated as necessary.
- All lists purchased in the office will include sale guidelines, all necessary bid form(s), and the repository list for unsold properties.
- All repository bids will be processed in a timely manner at the Bureau's discretion.
  - Please be advised that the Repository bidding procedure is a minimum six-to-nine-month process.

### 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 DURING THE HOURS OF 9 A.M. TO 3 P.M.
- Effective April 1, 2024, there will be an increase in the minimum bid price for Repository bidding.
  - MINIMUM BID PRICE - \$2,000.00 PER PARCEL.
- Repository bids must be presented at the counter of the Dauphin County Tax Claim Bureau, 2 S. Second Street, Harrisburg, PA 17101.
  - **As of January 5, 2022, the Tax Claim Bureau will no longer be accepting bids by mail.** All repository bids must be done in person by the PURCHASER. No person may bid on behalf of anyone other than themselves.
- 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, \$550 plus \$25 Bureau cost will be retained by the Bureau as "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.

## Submission of Bids (continued)

- 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 - \$16.00
    - 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 \$2000.00 bid on city property – In addition to the bid, a Prothonotary amount due would be \$16.00, our Tax Claim Bureau fee would be \$25.00, and a Recorder of Deeds amount due would be \$40.00 (\$2,000 x 2% fee) plus \$20.00 UPI plus \$86.75; totaling \$187.75 in costs. **TOTAL AMOUNT DUE FOR BID = \$2,187.75***
- Multiple Bids of the Same Property-
  - Multiple bids will only be accepted on the first day that list reopens.
    - After the first day, bids are accepted on a first come, first served basis. Any bids marked with a bid are not available.
  - 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.
  - ***The highest bid will be accepted by the Bureau, subject to bidder qualifications.***
  - In the event two or more bids are the highest bid but the same amount, the Bureau will accept the bid bearing the earliest timestamp.
  - 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.
- Researching Property-
  - Tax sales are not guaranteed free & clear. You MUST do your research.
  - Liens and judgements on a property can be researched through the Dauphin County Prothonotary office. Contact by phone at 717-780-6520 or online at <https://www.dauphincounty.gov/government/publicly-elected-officials/prothonotary> through the “Search Civil Records” section.
  - Mortgages and/or the accompanying satisfaction filing on a property can be researched through the Dauphin County Recorder of Deeds office. Contact by phone at 717-780-6560 or online at <https://www.dauphincounty.gov/government/publicly-elected-officials/recorder-of-deeds> through the “Public Search” section.

### Submission of Bids (continued)

- Researching Property (*continued*)-
  - Assessment records (i.e. assessed value, mapping, etc.) can be researched through the Dauphin County Tax Assessment office. Contact by phone at 717-780-6101 or online at <https://data-dauphinco.opendata.arcgis.com/pages/tax-assessment> & [www.dauphinpropertyinfo.org](http://www.dauphinpropertyinfo.org).
  - Contact the local Municipality, Municipal Authority, and School District where the property is located to learn what criteria they look at when conducting the approvals and denials.
    - This will ensure that you are informed of anything that may get you denied.

### Payment of All Delinquent Tax

- If any party makes a payment of all delinquent tax and any applicable cost and interest due on a repository property, 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 Recorder of Deeds costs/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 any 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.
  - Certification the bidder has no delinquent taxes due in the taxing body where property is located (**every bidder must complete**).
  - List and Certification of no delinquent taxes due to 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.
  - List and Certification of no delinquent taxes due to the taxing body where property is located for any corporation in which the bidder is a shareholder.

## **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.

\*Please see fifth bullet point under submission of bids for details on how refunds are returned\*
- When approved by all taxing authorities, the bidder will not 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.

## **Forms Required to Place a Bid**

- Repository Acknowledgement Form
  - Must be signed stating that the bidder acknowledges that they have reached out and done their due diligence prior to placing their bid. Contact our office at (717) 780-6125 if you have any questions.
- Master Bid Form
- Certification of Prospective Tax Sale Purchasers Form
- Affidavit Form
- Supplemental Certification (Entity) Form *\*ONLY If deeding in the name of an entity\**
- Supplemental Certification (Natural Person) Form *\*ONLY If deeding in the name of an entity\**
- Harrisburg City Notice to Repository Bidders Form *\*ONLY If property is located in the City of Harrisburg\**
- Harrisburg City Properties Form of Intention *\*ONLY If property is located in the City of Harrisburg\**

*These forms can be obtained in the office or through the website*

**Please be advised that Repository bidding procedure is a minimum six-to-nine-month process, please be patient.**

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