

**FRANKLIN COUNTY
TAX CLAIM BUREAU**
Franklin County Admin
272 North Second St
Chambersburg PA 17201



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PRE-REGISTRATION REQUIREMENTS

**EFFECTIVE AUGUST 2021- ALL PROSPECTIVE BIDDERS ARE REQUIRED TO PRE-REGISTER
10 DAYS PRIOR TO THE SALE DATE
REGISTRATION BEGINS AUGUST 1ST**

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 number as well as names, business addresses and phone numbers of all members, managers, partners, officers or any other person with any ownership interest in the business.

Additionally, an affidavit of Bidder must be filed stating the Applicant:

1. Is not delinquent in paying real estate taxes within the Commonwealth of Pennsylvania.
2. Has No municipal utility bills more than one year outstanding.
3. Is not bidding for or acting as an agent for a person who is barred from participating in the sale.
4. Has not engaged in or permitted an uncorrected housing code violation or failed to maintain a 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 10 days prior to the sale date each year. **NO** registrations will be accepted after the cut –off date.

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 entities must provide a copy of Limited Liability Corporation Operating agreement (listing all members) and certificate of organization, Partnership agreement (listing all partners), or Articles on Incorporation (listing all officers).

****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.)**