

TAX SALE INSTRUCTIONS

Tax Sale to be held at 9:00 a.m. on the 1st Monday in March, in the District Court Room on the 3rd floor of the Courthouse. Registration due no later than 8:45 a.m. the morning of the sale in the County Treasurer's Office, second floor of the Courthouse. Delinquent Tax List available in the Holdrege Daily Citizen after Feb 1st or on our website at <https://phelpscounty.ne.gov> The website will be updated weekly.

Registration:

- *Please Sign in at Treasurer's Office.
- *W-9 Form
- *\$25.00 non-refundable registration fee

Payment Arrangements

- *We prefer a blank check.
- *We will fax a copy of the check if you wish or mail a copy with the certificates copies.
- *Please confirm the arrangements at our office after the sale.

Rules for the Sale

- *Everyone must work off the same updated list-in dollar descending order.
(Please do not work off a different list.)
- *Payments made thru Friday, Bankruptcy, and problem taxes are marked off.
- *The sale is conducted in a round robin format used extensively in Nebraska. We will draw for bidder numbers at the beginning of the sale. Bidder Number 1 will have the option of purchasing or passing the first parcel and so on.
- *You MUST stop at our office before leaving to turn in Buyer's number.
- *Dollar amounts in newspaper and lists do *not* include delinquent interest.
- *It is your responsibility to know what you are buying. There are NO refunds.
- *You will receive copies of all documents. The originals will be kept in our office.

Bankruptcy

- *We have taken properties in bankruptcy off the list.
- *Future bankruptcies – We will not guarantee that you will be notified.

Processing Certificates

- *\$20.00 fee for each certificate – *Non-refundable*.
- *No certificates will be issued if taxes get paid *prior* to certificate issuance.
- *Certificates take approximately 5–10 days to process.

Assignments

- *\$20.00 Non-Refundable

Redemption

- *You will be paid 14% interest from the date of sale to the date of redemption.
- *The \$20.00 certificate fee is *not* reimbursed.
- * *RE: "Notice of Administrative Service Fee" Neb. Rev. Stat. § 77-1818(2)*
States: "The purchaser shall notify the county treasurer of the amount of such fee within thirty days after completion of the service of notice" We will accept a receipt showing the completion of personal service and at that time we will enter your administrative fee into our system for collection. If the certificate has been redeemed before we have received your receipt, we will not be liable to collect your administrative fee. Please do not send notices of administration fees before service has been perfected upon the property owner.