

TAX SALE INSTRUCTIONS

Tax Sale to be held at 9:00 a.m. on the 1st Monday in March, in the Clerk of the District Court Room on the 3rd floor of the Courthouse. Registration begins at 8:30 a.m. in the County Treasurer's Office. Due to Covid-19 restrictions, one individual may represent multiple companies.

2025 Tax Sale will be held in the Co Commissioners room on the 2nd floor of the Courthouse

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.
- *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.
- *Sale conducted as "Round Robin".
- *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.

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.

Buyers Documents

- *We will send the buyers the following documents:
 1. Copies of original certificates. We hold the originals in our office.
 2. Copies of paid tax receipts.
 3. Copy of check.