



# Wayne County Tax Services

925 Court Street, Honesdale, PA 18431  
570-253-5970 Ext. 4000 & 4010  
570-253-5418 Fax

Brian W. Smith, Chairman  
Damascus Twp.  
Joseph W. Adams  
Salem Twp.  
Jocelyn Cramer  
Damascus Twp.  
Andrew M Seder, Chief  
Clerk

Cheryl Davies, Director, CPE      Kenneth Crum, Chief

## **PRE-REGISTRATION REQUIREMENTS**

**Effective August 29, 2021 due to, House Bill #264; Act 33– ALL Prospective Bidders are required to preregister 10 days prior to the sale date for Upset, Judicial and Repository Sales. Registration begins approximately 6 weeks prior to the sale dates.**

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 names of all officers, business address and phone number; or (3) the names, business addresses and phone numbers and phones numbers of all members, manager and any other persons with any ownership interest or right in the limited liability company. Additionally, a Certification Form must be filled out 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 the property in an unsafe, illegal or unsanitary manner such that the property posed a threat to health, safety or property.

**ALL forms listed below must be submitted to the Tax Claim Bureau by the Pre-Registration deadline date for the Tax Sale**, which will be announced prior to each sale and will be posted on our website. **NO** Registrations will be accepted after the deadline pre-registration date. **NO EXCEPTIONS!!!!**

### Forms required for Registration:

- \* Certification of Bidder Form (Filled Out, Signed and Notarized by anyone who is being put on the Deed)
- \* Bidder Registration Form
- \* Copy of Driver's License or Real ID
- \* **\$25 Pre-Registration Non-Refundable Fee -(Mail in or Bring in Person)**
- \*\*If you are registering in an LLC, you need to INCLUDE your ARTICLES OF CORP.\*\***

### Methods of Payment for the Tax Sale: (Payments in full by the end of the Tax Sale)

- \* Cash
- \* Money Order
- \* Cashier's Check
- \* Personal Check (with Letter of Credit from your Bank)



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