

**REPOSITORY SALE TERMS AND CONDITIONS**

If after conducting and exposing a property to a judicial sale any property remains unsold, it is placed in the Tax Claim Bureau's "repository for unsold properties." The Tax Claim Bureau may, with the written consent of all the taxing districts where the property is located, accept an offer for property placed in the repository for unsold properties. If an offer is accepted the property will be conveyed to the purchaser free and clear of all tax and municipal claims, mortgages, liens, and charges and estates of whatsoever kind, except ground rents separately taxed. The Tax Claim Bureau will cause a deed for the property to be recorded at the expense of the purchaser.

The following conditions shall govern the sale of properties from the repository for unsold properties:

1. You must be at least eighteen (18) years old to submit an offer to purchase a property from the repository for unsold properties.
2. The Tax Claim Bureau makes no guaranty or warranty whatsoever as to the existence or condition of the property, accuracy of ownership, size, boundaries, locations, existence of structures or lack thereof, liens, titles, occupancy, possession, or any other matter whatsoever affecting the property. The Tax Claim Bureau has attempted to comply with all statutory notice requirements, but makes no guarantees or warranties whatsoever.
3. All bidders are required to submit a notarized bidder affidavit along with a copy of their driver's license. Bidder affidavit forms are available at the Tax Claim Bureau or on its website.
4. Repository sales are initiated by the submission of a fully completed and executed repository offer, on the form provided by the Tax Claim Bureau and available on its website, along with **TWO** certified checks or money orders. One made payable to the Lackawanna County Treasurer in the total amount of the bid and a second made payable to the Lackawanna County Recorder of Deeds in the total amount of the transfer tax and recording fee. Checks submitted in the wrong amounts will result in rejection of the bid. A notarized and fully executed bidder affidavit must also be contemporaneously submitted. Incomplete forms or bid packages will not be accepted and will result in rejection of the bid.
5. Real estate transfer tax is the product of the "computed value" of the property and the applicable transfer tax. The "computed value" of a property is the product of the total

assessed value of the property and the current common level ratio for Lackawanna County. The assessed value of a property can be found by searching the Lackawanna County Office of Assessment and Appeal's database found at the following link: <https://www.lackawannacounty.org/index.php/lackawanna-county-assessors-office>. The current common level ratio can be found at the Lackawanna County Recorder of Deed's website at the following link: <https://www.lackawannacounty.org/wp-content/uploads/2018/06/Department-of-Revenue-Common-Level-Ratio-to-JULY-2018.pdf>. The computed value is then multiplied by the real estate transfer taxes imposed by the state and local realty transfer taxes. Current transfer tax can be found at the Lackawanna County Recorder of Deed's website at the following link: [https://www.lackawannacounty.org/wp-content/upload/2017/12/2017\\_12\\_08\\_16\\_28\\_35.pdf](https://www.lackawannacounty.org/wp-content/upload/2017/12/2017_12_08_16_28_35.pdf).

**Examples (based on current common level ratio and transfer taxes):**

Property situated in the City of Scranton with an assessed value of \$25,000.00:

$$(25,000.00 \times 6.54) \times .037 = \$6,049.50$$

Property situated in all other communities with an assessed value of \$25,000.00:

$$(25,000.00 \times 6.54) \times .02 = \$3,270.00$$

6. Typically, the first person to place a bid on a repository property will be the primary bidder. No other bids will be taken. Atypical circumstances are detailed below.
7. If more than one (1) bid is received on the same day for the same property, the highest bid will be sent to the appropriate taxing districts for approval.
8. All sales requires that the Tax Claim Bureau obtain the written consent of all the taxing districts where the property is located. The date of a sale to a qualified and successful bidder shall be deemed to be the date when the last consent is received. This process can take up to or exceed six (6) to twelve (12) weeks and is in the exclusive control of the taxing districts.
9. If the county, municipality and/or school district disapprove a bid, a letter will be sent to the bidder notifying them of the disapproval.
10. If a bid is rejected, all money remitted to the Tax Claim Bureau will be returned to the bidder with the exception of bids that are rejected because of a material misrepresentations contained in their/its bidder affidavit. Offers made by ineligible bidders are void and will result in forfeiture of any monies remitted without further notice.

11. Those who are determined to have submitted an inaccurate or false bidder affidavit will be barred from participation in any future tax sales.
12. All bids are final, you may not contact the Tax Claim Bureau and ask to rescind your bid.
13. The sale does not purport to convey personal property.
14. Once the deed is recorded delinquent real estate taxes on file with the Tax Claim Bureau will be exonerated. All county, municipal, and school district real estate taxes accruing after the date of the sale are the responsibility of the successful bidder.
15. A lien on a mobile home or manufactured home's certificate of title is not affected by a real estate tax sale.
16. If any problem with possession of the premises arises after purchase, it shall be the responsible of the purchaser to resolve the same.

s/Joseph J. Joyce, III  
Joseph J. Joyce, III  
Acting Deputy Director