

# 2008

## CERTIFICATES OF DELINQUENCY SALE PROCEDURES

**Effective Date: 06-01-2009**

The Muhlenberg County Clerk reserves the right to change, add, delete, and/or modify any of the following procedure without written notice to any Third Party Purchasing Participant having purchased or seeking to purchase Certificates of Delinquency. Sale Procedures are posted in the Deeds and Records section of the Muhlenberg County Clerk's office temporarily located at 131 East Main Cross Street, Greenville, Kentucky (Telephone: (270) 338-1441, ext. 230), and available for inspection during normal business hours (Monday thru Thursday 8:00 AM to 4:00 PM and Friday 8:00 AM to 5:00 PM) and on the Muhlenberg County Clerk website located at [www.muhlenbergcountyclerk.com](http://www.muhlenbergcountyclerk.com).

1. At least five (5) business days PRIOR TO TAX SALE, each individual or entity seeking to participate as a Third Party Purchaser in the sale shall register with the County Clerk. Registration requires the following information:
  - Third Party Purchaser's Name
  - Third Party Purchaser's contact information  
(If Third Party Purchaser is an entity)
  - Third Party Purchaser's Tax ID Number  
(If Third Party Purchaser is an entity)
  - Mailing Address  
(Physical and P.O. Box)
  - Telephone Number
  - Facsimile Number
  
2. Potential Third Party Purchasers shall submit an affidavit affirming they are not related to any other individual or entity participating in the tax sale.

3. At the time of registration, Third Party Purchasers shall submit a list of Certificates of Delinquency that he/she is interested in purchasing. The list shall be identified as "2008 Certificates of Delinquency Purchase List," and contain the following information for each Certificate, in the order shown:
  - Tax Bill Number
  - Tax Year
  - Owner's Name as it appears on tax bill
  - Map ID Number
  - Grand Total of all Certificates of Delinquency requested for purchase
4. The Tax Sale will be conducted in a manner similar to a professional sports draft with each Third Party Purchaser having an opportunity to purchase certificates in turn through several rounds.
5. The order of selection is determined by a random drawing. The Third Party Purchaser drawing the lowest number goes first.
6. Third Party Purchasers are allowed to purchase ONLY those certificates included on their list submitted at Registration.
7. Certificates will be sold in lots of ten (10).
8. Each Third Party Purchaser will have exactly eight (8) minutes for purchase of Certificates of Delinquency during each round.
9. Third Party Purchasers will be allowed to substitute a certificate number if the certificate selected has already been chosen earlier. However, any alternate selection must be made within the time limit imposed.
10. Purchase rounds will continue until all certificates are sold, or all Third Party Purchasers have withdrawn from the sale.
11. If a Third Party Purchaser withdraws from the sale, no other Third Party Purchaser may take the place of the withdrawing Third Party Purchaser.

12. Any remaining certificates after withdrawal of all Third Party Purchasers may be sold to any Third Party Purchaser.
13. Participation by multiple entities is prohibited. A multiple entity is defined using (but not limited to) the following criteria:
  - Entities with common ownership or management.
  - Entities having been formed by one or more of the same entities
  - Entities having one or more of the same investors
  - Entities with one or more of the same directors, members, partners, or officers.
  - Entities have more than one client registered for the tax sale.
14. Failure of a Third Party Purchaser to comply with eligibility requirements set out in paragraph 13 above, disqualifies the Third Party Purchaser from eligibility to register as a Third Party Purchaser for two (2) years.
15. Failure of a Third Party Purchaser to adhere to any provision set out herein disqualifies the Third Party Purchaser from participating in the tax sale for two (2) years.
16. Third Party Purchasers may opt out of the tax sale at any time PRIOR to the completion of the sale.
17. Payment shall be made at the time of the sale and submitted to the County Clerk in the form of a cashier, certified or company check, ONLY. Funds received from a Third Party Purchaser are deposited on the date of sale. Any refunds (for overpayment due to unavailability of Certificate) will be made within two (2) weeks, or upon completion of the processing of purchased certificates.
18. The following fees are due and payable on the date of sale for each certificate purchased:
  - a. \$13.00 Lien Filing (after 3 pages, each additional page \$3)
  - b. \$13.00 Release of Lien (after 3 pages, each additional page \$3)

- c. \$ 5.00 Certification Fee
- d., \$10.00 NON-REFUNDABLE Registration Fee (per certificate)  
(maximum of \$250.00)

- 19. Sales of Certificates of Delinquency are **FINAL**. There are **NO REFUNDS** on purchased Certificates of Delinquency.
- 20. The County Clerk is the **FINAL AUTHORITY** over any question, issue, process, or procedure regarding the Tax Sale.