

**CONDITIONS OF UPSET TAX SALE  
SEPTEMBER 8, 2025**

The following conditions shall govern the sale of properties by the Monroe County Tax Claim Bureau for delinquent taxes as scheduled for SEPTEMBER 8, 2025, and to such date to which the sale may be adjourned. (If necessary, the sale will be adjourned day to day.) *REGISTRATION FEE (non-fundable) \$25.00 with money order or cashier's check, payable to Monroe County Tax Claim Bureau.*

1. All properties are sold under and by Virtue of the Act of 1947, P.L. 1368 amended, and known as the "Real Estate Tax Sale Law" and the conditions listed herein. All titles transferred by the Tax Claim Bureau are under and subject to said Act.
2. Upon entering the bidding area, each person who desires to bid at the sale shall obtain a card bearing a bidder's number. This card shall be raised when he/she is bidding so the auctioneer can record the number of the highest bidder.
3. The person or business who desires to bid shall fill out all registration forms in person in accordance with Act 33 of 2021 during the registration time frame set by the Bureau. These forms will be checked by the clerk as to legibility and retained by the Bureau for preparation of a deed to be executed by the Tax Claim Bureau of Monroe County after the sale has been confirmed by the Monroe County Court of Common Pleas. All business/corporations/LLC/Trusts must provide proper state registration forms.
4. All listed sales are subject to prior payment of the taxes due, and to confirmation by the Court of Common Pleas of Monroe County, Pennsylvania. Payment of taxes will take precedence over Tax Claim Bureau Sale.
5. No property will be sold unless the bid equals or exceeds the upset price as announced. In the event of a dispute by bidders, OR FAILURE OF THE SUCCESSFUL BIDDER TO PAY THE PURCHASE PRICE, THE PROPERTY WILL AGAIN BE PUT UP FOR SALE. Payments for all properties sold between 9:00 A.M. and the closing of the first session must be made within one hour after the last property is struck down or by 1:00 P.M. today (day of sale), whichever time is earlier. All properties sold between 1:00 P.M. and 3:00 P.M. must be paid for by 4:00 P.M. (day of sale) or the property will again be put up for sale.
6. The initial bid must equal the fixed upset price. In the event of a bid higher than the upset price, the initial excess bid must not be less than \$100.00. Subsequent excess bids may be in any multiple of one hundred (\$100.00) dollars. In addition to the bid price, the purchaser must pay the 2% transfer tax, the recording fee \$134.75 and the 2% sale expense. These items will be computed after the property has been sold to the successful bidder. At the option of the Bureau, the purchaser must pay either by money order, bank check or certified check made payable to the Monroe County Tax Claim Bureau.
7. The Bureau will sell the property as described on the dockets in the Tax Claim Bureau. The Bureau has made every reasonable effort to keep these proceedings free from error. However, in every case, the property is offered for sale by the Tax Claim Bureau without any guarantee or warranty whatsoever, either as to existence, correctness of ownership, size boundaries, locations, structures or lack of structures upon the land, liens, title or any other matter or thing whatsoever. No adjustment will be made after the property is struck down.
8. The Tax Claim Bureau will issue a deed to the purchaser (or Nominee) upon the confirmation of the sale by the Court of Common Pleas. The deed will not contain any warranty either general or special. The Bureau has 45 days from confirmation by the Court of Common Pleas to record the deed.
9. The Tax Claim Bureau will sell subject to existing occupancy, if any.
10. All properties sold are subject to the payment of a registry fee, and municipal or governmental claims not paid out of the sale price, and any other liens which must be paid by the purchaser.
11. The Land Bank Statute was enacted by the legislature of Pennsylvania providing language that allows the Land Bank to purchase property at a price agreed by the three taxing bodies. Those were given to the Tax Claim Bureau Director and are on file in the office. If you have any questions, you may contact the Land Bank Solicitor.
12. All properties subject to Commonwealth or Municipal Liens. These amounts are not included in the Posting, Certified Mail Notices or Advertising amounts. These amounts will be included in the Approximate Upset Amount on the day of the Tax Sale, if provided to the Bureau as per the Act.

MONROE COUNTY TAX CLAIM BUREAU  
MELINDA S. KNITTER, DIRECTOR

COUNTY ASSESSED VALUE x COMMON LEVEL RATIO FACTOR (2.20) = FAIR MARKET VALUE  
2% X FAIR MARKET VALUE = REALTY TRANSFER TAX