

## **BERKS COUNTY TAX CLAIM BUREAU OFFICE POLICIES**

1. A taxpayer may make partial payments toward their unpaid real estate taxes.
2. A taxpayer may not enter into an Agreement until the 2<sup>nd</sup> Monday of May in the year that their property is being exposed to the Upset Tax Sale.
3. To enter into an Agreement, one of the owners on record must come into the office with their first payment (by cash, certified check, or money order) and execute the Agreement.
4. If the unpaid real estate tax subjecting the property to Upset Tax Sale is \$500.00 or less, no Agreement is permitted.
5. If a property is subject to the Judicial Tax Sale a/k/a Free and Clear Sale, all unpaid real estate taxes shown in Berks County Tax Claim Bureau system must be **PAID IN FULL TO BE REMOVED FROM THE JUDICIAL a/k/a FREE AND CLEAR TAX SALE.**
6. If your property is scheduled for Tax Sale, you must pay with certified funds, cash, cashiers check, or money order **NO PERSONAL CHECKS.**
7. Interest is added the first of each month at .0075 or  $\frac{3}{4}\%$
8. Online credit card payments are available for taxpayer convenience. Please note that when an online credit card payment is made it may take up to five (5) business days to be processed through Berks County Tax Claim Bureau system.
9. One week prior to all Tax Sales, the online credit card payment system will be **SHUT DOWN.**