

# BERKS COUNTY TAX CLAIM BUREAU PROCEDURE TO FOLLOW TO SUBMIT A BID FOR A REPOSITORY PROPERTY

1. Please be sure to read the CONDITIONS for a full explanation of what you will be responsible for in the event you bid on a property and are the highest bidder.
2. The CURRENT REPOSITORY LIST will identify all parcels available to bid on and list the Property Location, Municipality, Sale # and Parcel #. It will also include the Property Owner, Recording Fee and Current Assessed Value.
3. If you are interested in bidding on a particular property on the list, you must print and complete the BID FORM and AFFIDAVIT. Please be advised incomplete forms will not be accepted.
4. The minimum bid is \$500.00 per parcel. Please be advised that this fee is to cover cost incurred by the Berks County Tax Claim Bureau and is not a reflection of the property value.
5. Transfer tax must be calculated for all properties, except mobile homes. To calculate the transfer tax amount, take the amount of your bid and multiply it by 5% for properties located in the City of Reading or 2% for properties outside of the City of Reading.

**CITY Example:**  
 \$500.00 – Bid Amount  
5% – Transfer Tax Rate  
**\$ 25.00 – Transfer Tax Amount**

**OUTSIDE OF CITY Example:**  
 \$500.00 – Bid Amount  
2% – Transfer Tax Rate  
**\$ 10.00 – Transfer Tax Amount**

6. A certified check or money order in the amount of your bid **PLUS** the applicable transfer tax amount and recording fee amount must accompany each BID FORM.

\$500.00 – Bid Amount  
 \$25.00 – Transfer Tax Amount  
\$82.00 – Recording Fee  
**\$607.00 – Total Amount Due**

\$500.00 – Bid Amount  
 \$10.00 – Transfer Tax Amount  
\$82.00 – Recording Fee  
**\$592.00 – Total Amount Due**

7. All BID FORMS and PAYMENTS are to be hand delivered or mailed to our office at:

**Berks County Tax Claim Bureau  
 ATTN: REPOSITORY BID  
 Services Center, 2<sup>nd</sup> Floor  
 633 Court Street  
 Reading, PA 19601**

8. Please understand the Berks County Tax Claim Bureau will:
  - A. Open all bids received and only the highest bid will be accepted – all others will be returned same day.
  - B. Submit the highest bid to the appropriate taxing authorities for acceptance and approval.
    - a) The sale date is determined by the date all taxing authorities approve the bid.
  - C. Notify the bidder of the acceptance/rejection in writing. If approved, a receipt will accompany the letter which must be signed and returned within twenty (20) days.
  - D. Prepare the deed in the new owner's name.