

FAQ SHEET: PREQUALIFICATION REQUIREMENTS FOR NEW CASTLE COUNTY TAX SALE PROPERTY.



Q. What properties require bidder prequalification?

A. Only properties brought to Sheriff's Sale by New Castle County for unpaid code fees or property taxes. These properties are known as New Castle County tax sale properties. Prequalification is not required for properties brought to Sheriff's Sale by any city or town, or any property brought to Sheriff's Sale by a bank through a foreclosure action.

Q. Is there a fee to become prequalified?

A. There is no fee to prequalify as a bidder. All potential bidders must complete Part I of the Bid-Purchase Prequalification Application. Completing Part I will allow you to bid on New Castle County tax sale properties.

There is a \$50 application fee if you are the successful bidder. A successful bidder will need to complete Part II of the Bid-Purchase Prequalification and pay the application fee at the Sheriff's payment table immediately upon winning a bid.

Q. I want to bid on a New Castle County tax sale property. What do I need to do?

A. You must complete the Part 1 Bid-Purchase Prequalification Application. This form will be available during bidder registration on the morning of the sale and online at: <http://www.nccde.org/DocumentCenter/View/26000/Prequalification-Fillable-Form-PART-1-and-PART-2>.

To bid, you must complete and submit Part I of the form to the Sheriff's Office staff during the bidder registration process. Part I must be approved by a Sheriff's Office staff member during registration and will be returned to you along with a New Castle County tax bidder card and the Sheriff's standard bidder card. Please keep the Part I Application with you during the sale. You will need to submit both Part I and Part II of the Bid-Purchase Prequalification Application to the Sheriff's Office if you are a successful bidder on a New Castle County tax sale property.

Q. By signing Part I of the Prequalification Application, to what am I certifying?

A. You are certifying that you do not have any State or New Castle County lien against any property owned by you, or any entity that you have any ownership interest in at 5% or greater, in excess of \$1,000. You are also certifying that you, or any entity that you have any ownership interest in of 5% or greater, do not own any vacant property in New Castle County that has been vacant for at least 18 consecutive months and such property is not subject to a valid building permit or pending land use application. You are also certifying that if you are the successful bidder, you agree to complete Part II of the Bid-Purchase Prequalification Application.

Q. Is the \$1,000 in liens per property or the total of \$1,000 for all properties that I, and affiliated entities, own?

A. The \$1,000 is per property, and not the sum total of \$1,000 for all properties owned by you and affiliated entities.

Q. If I am the winning bidder of a New Castle County tax sale property, what happens next?

A. Upon winning the bid, you must immediately respond to the Sheriff's payment table and turn in the Bid-Purchase Prequalification Application. Both Parts I and II must be fully completed and signed. Part II is on the other side of the Part I. In addition to paying for the property, you will be required to pay the \$50 prequalification application fee. This fee can be included in the check you write for payment of the property or you may issue a separate check payable to New Castle County. Personal checks are acceptable.

Q. What happens if I am the successful bidder of a New Castle County tax sale property and do not immediately turn in a fully completed and signed Bid-Purchase Prequalification Application?

A. Failure to immediately submit the Bid-Purchase Prequalification Application (both Part I and Part II) may lead to your bid being cancelled and the property being returned to the auctioneer to be re-auctioned.

Q. Let's say I am the successful bidder on multiple New Castle County tax sale properties, do I have to submit a separate Prequalification Application and pay an application fee for each successful bid?

A. No. Only one complete and signed Bid-Purchase Prequalification Application and one \$50 application fee is required per auction day, regardless of the number of properties purchased.

Q. What happens if I submit inaccurate information on Part I and Part II of the Bid-Purchase Prequalification Application?

A. Providing accurate information is very important. Knowingly providing false, inaccurate or incomplete information, or making false certifications may result in criminal prosecution for perjury and disapproval of a sale for cause. If the sale is disapproved for providing false, inaccurate or incomplete information, you may be responsible for payment of all costs incurred by the County in the monition process plus a \$500 Sheriff's fee. Such amounts shall be forfeited from the deposit paid to the Sheriff before any balance is returned to the Applicant.

The County may allow an applicant to make corrections or supplement Part II within three days after submission if the changes do not conflict with the certifications provided on Part I. Please contact New Castle County's customer service line at 395-5555 if you need to update Part II.

Q. Do I have to complete a Prequalification Application for every Sheriff's Sale that I attend?

A. Yes. The Prequalification Application is only valid for the day of the Sheriff's Sale. If you are not the winning bidder for a New Castle County tax sale property at that particular auction, you should discard (please recycle!) the Prequalification Application.

Q. I want to assign my bid. Does the assignee have to be prequalified?

A. Yes. New Castle County tax sale properties require prequalification of the assignee prior to assignment of the bid. Assignees will be required to submit an Assignment Prequalification Application. Download this application at:

<http://www.nccde.org/DocumentCenter/View/25998/Prequalification-Fillable-Form---Assignment-of-Bid>.