

INSTRUCTIONS AND PREPARATION TO BID AT A SHERIFF SALE

1. Get a handbill from the folder outside of the Sheriff's Office or go online to:
www.co.clarion.pa.us
 - Choose – County Government
 - Choose – Clarion County Sheriff
 - Choose – Under Sheriff Sales – Choose – Real Estate
 - Click on the handbill of choice. A picture of the property is attached.

2. All information needed to research the property is on the handbill.
 - a. Date, time and place of the sale.
 - b. Owner, Bank and Attorney's names. Debt owed by owner.
 - c. Property Address, Township or Borough and Assessment Map Number
 - d. Deed Book and Page Number of recording of the property's Deed.

3. Using the handbill you will do the following:
 - a. Go to the Assessment Office (first floor courthouse). Using the Map Number ask for the assessed value of the property. Multiply the assessed value by 4.88. This will give you the "Fair Market Value" of the property. (The least amount you would expect the property to sell for by a Realtor.)
 - b. Go to the Prothonotary's Office (first floor courthouse). Using the Map Number find out what Judgments and Liens may be against the property. The sheriff's office would suggest you pay a professional to search this information for you. You would then know that you will not have any surprises if you have the winning bid.
 - c. Go to the Tax Claim Office in the Administrative Building (Between University Inn and Sherwin Williams Store.) Inside the front door to the right. Using the Map Number again find out if there are any delinquent taxes due on the property.
 - d. Call the local tax collector for the Borough or Township where the property is located. Ask for any Current Year taxes that may be due.

4. All of the information you have collected is essential to the bidding process. The only fees the Sheriff must collect at the time of a sale are Delinquent Taxes and Municipal Liens.
5. Sheriff Sales are always held on Friday mornings at 10:00 in the hallway outside of the sheriff's office.
6. There is always a representative for the Plaintiff (bank) present. All other bidders are identified by providing a copy of their driver's license.
7. The sheriff will ask the bank representative to open the bidding for costs and fees. Bidding will continue just as in a normal auction.
8. When the sale is over the sheriff will identify the successful bidder.
9. Should you have the winning bid the following will apply:
 - ✓ You are responsible for 10% of the upset bid and 2% Sheriff's Poundage. This amount is payable by Personal Check, Cash, Money Order or Certified Check to the Sheriff of Clarion County.
 - ✓ You will receive all papers necessary to close the sale. Please take these papers to your attorney.
 - ✓ **Items to bring back to the Sheriff's Office in 30 Days:**
 - Balance of Total Amount Due
 - New Deed
 - Realty Statements of Value
10. The deed and Transfer Statements of Value will be filed by the Sheriff's Office. Realty transfer taxes and the recording fee are paid by the sheriff's office.