

**Carbon County Tax Claim Bureau  
Courthouse Annex  
P.O. Box 37  
Jim Thorpe, PA 18229-0037  
Phone: (570) 325-3635  
Fax: (570) 325-5714**

**1. When will the Repository List of Unsold Properties be available?**

Each property is subject to an initial Public Upset Tax Sale (September). Unsold properties then become subject to the Public Judicial Sale (November) of the following year. The sequence is by statute. Following the Judicial Sale, unsold properties are placed on a Repository List. Due to the volume of work conducted by the Bureau in conducting both Public Sales (September/November), the “**new**” Repository properties are not made available until January or February of the next year following each Judicial Sale. **During an initial two-week scheduled period, the list is subject to sealed bidding procedures.** Following the sealed bidding phase, interested parties may bid on the properties at any time during regular business hours (Monday - Friday; 8:30 A.M - 4:30 P.M.)

**2. How do I obtain a list of Repository Properties?**

A Repository List of Unsold Properties is available for purchase at the current cost of \$3.00 in person or \$3.50 by mail which includes shipping/handling. Payment should be made payable to the Carbon County Tax Claim Bureau and mailed to the Carbon County Tax Claim Bureau, Courthouse Annex, P.O. Box 37, Jim Thorpe, Pa., 18229.

**3. Once I receive the list, where can I obtain additional information on the size and location of the properties?**

Information, such as dimensions, acreage, etc., pertinent to the respective property can be obtained through the County Assessment Department (570-325-5254). The County Mapping Department can provide you with a detailed map reflecting the location of the property at your cost (570-325-8519). You may wish to contact the Borough or Township Zoning Officer for wetlands information. Please consult a telephone directory for the telephone number of the Borough or Township Office.

**4. What forms are required for purchase of properties?**

A Bid Form, Certification Form, and Conditions Form must be completed in full, inclusive of handwritten signatures where required, for each property. Additionally, a \$50.00 **non-refundable** Bid Deposit Fee per property in certified funds must accompany each Bid. Forms, detailed instructions, and additional costs disclosure, are included with the Repository List. Once Bid(s) are submitted to the Bureau, the sale process takes an approximate eight weeks for completion as the Taxing Authorities must provide written permission by law for each property proposed to be purchased.

**\*\* Please note that Bidders with recorded real estate tax delinquencies within the County of Carbon are prohibited to purchase properties. \*\***

**5. What type of bidding process is used?**

Minimum Bids are established for each listed property. The Minimum Bid represents actual Bureau Costs for the respective property’s exposure to both the prior Upset Tax and Judicial Sales. Following the initial sealed bidding phase, sales are conducted on a first-come, first-served basis.

**6. What type of payment is required for purchase?**

Sale Payments are strictly Cash, Cashier's Check, Certified Check or Money Order. Personal or Business Checks are not acceptable. Upon closing and full settlement of all costs, you will receive a Deed or Bill of Sale (Mobile Home).

**7. Will the sale be final?**

All sales are final and no refunds will be made after the sale.

**8. Do I have clear title to the property purchased?**

The Bureau does not provide clear title nor will assist the purchaser in obtaining clear title to any property purchased at sale. It is strongly urged that you have a professional examination made of the title. These properties are offered for sale by the Tax Claim Bureau without any guarantee or warranty whatsoever either as to structures upon the land, liens, title or any other matter. The Bureau will sell the property as described on the dockets in the Carbon County Tax Claim Bureau and makes no representations or warranties as to the description, or even the existence of the property, nor will it make any survey on a property sold. Also, the Bureau, its representatives, employees and Solicitor make no representations or warranties as to the state of the property or title. You must seek your own legal counsel before and following purchase.

**9. Will all other liens be cleared from the property as a result of the sale?**

All back taxes are divested. For effect of other possible liens or encumbrances specific to Repository Sale, please consult your attorney or a title professional.

**10. Where do I obtain information on liens or mortgages?**

Contact the County Prothonotary's Office, (570) 325-2481, and the County Recorder of Deeds Office, (570) 325-2651, to determine the existence of liens and/or judgments against the property of interest.

**11. Is a copy of the state statutes available for purchase?**

No. You can review the Pennsylvania Real Estate Tax Sale Law, Act 542, at any County Law Library in Pennsylvania and request copies at your cost. Also, you may obtain a copy of the Act through your respective state legislator.

**12. If I have any other questions or legal concerns, may I call the Bureau?**

No. All other questions should be directed to an attorney of your choice as Bureau staff cannot give legal advice.