

**BUTLER COUNTY TAX CLAIM BUREAU**  
**REPOSITORY TERMS AND CONDITIONS**

(The Bureau reserves the right to make changes to these terms at any time.)

***!!! PLEASE READ AND UNDERSTAND THE FOLLOWING PRIOR TO SUBMITTING A BID!!!***  
***It is strongly suggested that you consult with an attorney before you participate in this sale.***

The following conditions shall govern the sale of properties by the Butler County Tax Claim Bureau for delinquent taxes from the Repository List:

1. By submitting a bid on a property, you are stating that you are not delinquent in paying real estate taxes to any taxing districts nor do you owe any outstanding municipal utilities.
2. **The minimum bid is the Judicial Sale Price per parcel (see Repository List).** The initial bid is to be submitted on the REPOSITORY BID FORM available on Butler County's website at [www.co.butler.pa.us](http://www.co.butler.pa.us). The form may be submitted either in person to the Tax Claim Office or by mail to **Butler County Tax Claim Bureau, P.O. Box 1208, Butler, PA 16003-1208**. No bid will be accepted by email or fax. Incomplete forms will not be accepted.
3. If you are submitting a bid under a company name, Please make sure to attach a copy of the corporate documentation with your bid form.
4. All bids must be submitted to Butler County Tax Claim Bureau no later than 9 a.m. on the date the bids will be accepted. Bids will be reviewed the 4<sup>th</sup> Monday in the months of February and August at 10 a.m. In the event of competitive bidding, prospective bidders should be present at this time if they wish to increase their bid amount. Acceptable bids will be forwarded to the taxing bodies for approval as outlined below.
5. All sales are subject to the written consent of each taxing district and may be accepted without court approval and published notice of sale. The Bureau will present the highest bid to the taxing authorities where the property is located. Upon acceptance of the bid amount from all taxing districts, the Tax Claim Bureau will notify the successful bidder in writing. In the event a taxing district rejects the bid, the bidder will be notified in writing. Any taxing district may not unreasonably withhold its consent to the sale of property
6. Upon receiving letter stating bid has been accepted, payment-in-full is required within thirty (30) days. Payment must be made with two separate **Cashier's Checks or Money Orders payable as follows:** One check made payable to the **Butler County Tax Claim Bureau** for the County costs, and one check made payable to the **Butler County Recorder of Deeds** for the deed recording and transfer taxes.
7. The Tax Claim Bureau will issue a deed to the purchaser. The said deed will not contain any warranty either general or special. The purchaser is solely responsible for

resolving any problems or difficulties in obtaining possession of the property. It is strongly urged that the prospective purchasers have examination made of the title to any property which they may be interested. Every reasonable effort has been made to keep the proceedings free from error. However, in every case, the Tax Claim Bureau sale and conveyance without guarantee or warranty, whatsoever, either as to existence, correctness of ownership, size, boundaries, location, structures or lack of structures upon the land, liens, titles, or any other matter or thing whatsoever. All sales shall be made under these conditions and will be final. No adjustments will be made after property is sold.

8. All Municipal, County, and School Taxes accruing after the sale are the responsibility of the successful bidder

**IMPORTANT NOTICE: The rule of Caveat Emptor (Buyer Beware) applies. (See 72 P.S. 5931)**

**November 25, 2025**