

## PROCESS TO SUBMIT REQUEST FOR REPOSITORY SALE

Print out application/bid form from our website or pick up in our office. [www.delcopa.gov](http://www.delcopa.gov)

Aldan through Yeadon properties only **(NO CHESTER CITY)**

Complete application/bid form correctly and completely and bring to municipality office where property is located to obtain consent letter from the township/borough manager or possibly finance officer/zoning officer allowing the property to be purchased off the repository list. The municipality will review the application and determine if the reason for purchase is permissible/feasible/permissible for the dimensions/conditions of the property. Please give a detailed description of what you plan to do with the ground, lot, house, etc. The municipality may deny the purchase due to the municipality wanting to purchase the property for themselves or if the reason for purchase is not agreeable to them.

If a letter of consent is given, the applicant should bring the completed application/bid form, the consent letter, the notarized affidavit (also available on our website) and a money order for minimum bid of \$1,000.00 (or whatever their bid is) to the Tax Claim Bureau. If the perspective buyer wishes to put the property in a corporation or LLC, please provide corporation paperwork when you submit the bid. The Tax Claim Bureau will then let the perspective buyer know via mail, the additional money orders required to record the deed (transfer tax, acknowledgement of deed, recording fee, etc.). Keep in mind, the fact that the property can be purchased does not guarantee that you will be able to get a permit to go forward with whatever you intend to do with it. The consent letter also does not give zoning approval or use and occupancy permission.

**Effective January 1, 2026, pursuant to Delaware County Ordinance 2025-07 ("Demolition and Rehabilitation Fund Ordinance"), a \$250.00 fee will be imposed on and collected from the purchaser for each separate parcel sold at a tax sale.**

### FURTHER INFORMATION/REQUIREMENTS:

As mentioned above, under local municipality code, property may not be able to be developed because of restrictions. The Tax Claim Bureau handles the clerical end of the transaction. The office is unable to answer questions concerning the location and/or condition of the properties or give legal advice. You can navigate the County website for various property information. Other questions about Pennsylvania Real Estate Tax Sale Laws can be researched in a Pennsylvania library.

Minimum bid for Repository properties is \$1,000.00. To submit a request, follow instructions above. You can submit multiple requests at a time.

Minimum bid must be in the form of a money order or cashier check made payable to Tax Claim Bureau and attached to the application/bid form when submitted with *all* required paperwork filled out correctly and 100% completely.

No application/bids can be turned in without the consent letter. The Tax Claim Bureau may also return your paperwork/deny your request if there is something submitted incorrectly. Keep in mind there may be multiple parties interested in a certain property and they may all have a consent letter from the municipality. No applicant can have delinquent real estate taxes in the Commonwealth of Pennsylvania and must have no municipal utility bills that are not more than one year outstanding anywhere in the Commonwealth. Other restrictions are detailed in House Bill 264.

**ALL SALES ARE FINAL FOR ALL FOLIO NUMBERS.**

The Bureau does not provide clear title, nor will it assist the purchaser in obtaining clear title to any property purchased. It is strongly urged that you have a professional examination made of the title. The properties have little to no value. The Bureau will sell the property as described by the Board of Assessment Office and makes no representation or warranty as to description, condition of the property, accuracy of ownership, liens, size, boundaries, locations, existence of structure or lack thereof, title, occupancy or any other matter pertaining to said premises, recorded or unrecorded. Please make sure you have checked with the Assessment office and GIS (Geographic Information System) aka mapping. You must not rely on any Google type searches for accuracy of location of property or structure that may or may not be there.

Updated 02/12/2026