

TOWN OF COVENTRY

INSTRUCTIONS TO TAX SALE BIDDERS

(There have been some changes, please read.)

June 20, 2024-COVENTRY TAX SALE

1. All bidders must register by completing **BOTH** the Registration form (Including a picture ID-to be photocopied) and a W-9 form to be **submitted at the Tax Collector's office May 31- June 14, 2024**, between 9:00am & 4:00pm according to the clock in the Tax Collector's office. **Any registrant who fails to fill these forms out in their entirety, by 4pm on June 14, 2024, will not be issued a number and will not be allowed to bid.** Any registration form received via e-mail, should also be sent no later than 4pm on June 14 and should expect a reply within one business day. **Please note that business addresses should not be PO Boxes. Paddles & corresponding numbered ball, can be picked up June 20, 2024 between 8:30am and NO LATER THAN 9:30am according to the clock in the Tax Collector's Office. (No paddle/ball=No bid)**
2. At the beginning of the Tax Sale, each bidder will be asked to put their numbered ball in the drum. This is to ensure that every bidder is confident that no number was left out.
3. We will be requiring an "Affidavit of Conformance" prior to any Collector's Deed being recorded. The form will be made available to any bidder who is successful at the tax sale.
4. All bidders are respectfully requested to maintain courtesies and decorum while participating in the tax sale process. Should the need arise, due to the uncertainty of COVID-19, additional precautions could be taken and you will be informed of any changes. The details of each property to be auctioned will be read aloud with the total amount due to be read last. The Auctioneer will proceed to spin the numbers in the drum and pick a number. The number will be announced and the bidder associated with it shall **clearly state the amount of their bid or "PASS"**.
5. There will be a 1% floor on tax sale bids.
6. **Once the bidder states a bid, or PASSES**, the auctioneer will open it up so other bidders may then raise their paddles to verbally offer competing bids. Bidding will then continue until the auctioneer declares a winning bid. If the first recognized bidder so chooses, he or she may declare a 1% bid to eliminate further bidding.
7. All successful bidders must pay the sale price in cash or check immediately after the conclusion of the tax sale. **We prefer that each parcel be paid with a separate check so that we can complete each sale individually and in orderly fashion.** Checks should be made payable to "Coventry Tax Collector" No one will be allowed to leave to obtain funds. If the bidder does not have the funds, he/she will be asked to leave the tax sale and the property will be offered again. **Personal checks are accepted with the understanding that if the check bounces, there will be a \$30 bounced check fee, the property will be forfeited and the person who issued the check will be banned from future tax sales.**
8. Bidders may expect a tax sale deed to the property, by mail, within (60) days after the date of sale.

Thank you in advance for your anticipated courtesies and cooperation in compliance with these requests.

Monique E. Houle
Tax Collector