



**William R. Johnson
Sheriff**

TAX SALE GUIDELINES

WHAT YOU NEED TO KNOW AS A POTENTIAL THIRD PARTY PURCHASER (THESE GUIDELINES ARE GENERAL AND NOT NECESSARILY MANDATORY, UNLESS DIRECTED BY THE APPROPRIATE COURT)

BIDDING AT THE AUCTION

After reading the rules of the sale, the Officers conducting the Tax Sale will read information identifying the property to be auctioned. The auctioneer will indicate the starting bid on a property, which is comprised of the delinquent taxes and all court costs, and then ask if anyone would like to open the bidding. Anyone can offer an opening bid. No bid is valid until the auctioneer has acknowledged and announced the bid.

ALL BIDS MUST BE VERBALLY EXPRESSED BY THE BIDDER

PAYMENT REQUIREMENTS

All Third Party Purchasers will be required to make payment in full the day of the sale.

Only **Cashier's Checks**, made payable to the **Ashtabula County Sheriff's Office**, will be accepted from Third Party Purchasers. **All payments must be received by 3 p.m. the day of the sale.**

REAL ESTATE JUDICIAL SALE PURCHASER INFORMATION FORM

All purchasers are required to complete a **Real Estate Judicial Sale Purchaser Information Form**. At the conclusion of the sale, purchasers will be given the form and asked to complete it. The law requires that this information is to be made a part of the court record. This form will become a part of the Common Pleas Court Case file; therefore care must be taken to ensure the form is prepared legibly and completely. A copy of the completed form will be forwarded to the Ashtabula County Common Pleas Clerk of Courts after the sale. **A court order will be required to change the purchaser information once the form is filed.**

The law requires purchaser information to be a part of court record (2329.271B). If, after the sale, the property is to be conveyed to an entity other than the purchaser named at the sale, any **Assignment of Bid** must be accompanied by a **Real Estate Judicial Sale Purchaser Information Form** completed with the information specific to the new grantee/assignee.

TIMELINE AFTER THE SALE

This is a lengthy process and could take upwards of 90 days before it is complete.

Once the confirmation of sale is filed, it will circulate to several different departments in the courthouse to verify that all figures are correct. If any corrections need to be made, it will be forwarded back to the Plaintiff's counsel for corrections and then will be recirculated. All departments must sign off on the confirmation before the Judge will sign it. Once the Judge signs it, the confirmation is filed with the Common Pleas Clerk of Courts. The Plaintiff's counsel will then submit the deed for execution and recording.

The Sheriff's Office is responsible for the conveyance of the property and the recording of the deed. Deeds will be proofed and signed by the Sheriff and recorded within 14 business days of receiving them. The Sheriff's Office will contact you when your deed is available to be picked up.

WRITS OF POSSESSION

If the property you purchased is still occupied at the time the deed is recorded, a Writ of Possession will have to be filed with the Common Pleas Clerk of Courts. The purchaser is required to pay the filing cost. **The Sheriff's Office will not serve or post a Writ of Possession until the deed has been recorded and ownership of the property has been transferred.** The Sheriff's Office will schedule a move-out date. The occupants will be served a copy of the Writ of Possession and notified of the date they must vacate. They will be given 30 days from the date the Sheriff's Office receives the Writ of Possession. If the occupants have not vacated by the scheduled date, the purchaser has the right to change the locks and take possession of the property including anything left on the property. The purchaser should contact the Sheriff's Office and a deputy will respond to assist.