



# JEFFERSON COUNTY CLERK'S OFFICE

David Yates, Jefferson County Clerk

## Certificate of Delinquency Sale Registration/Affidavit Form

\_\_\_\_\_  
Name of Third Party Representative

\_\_\_\_\_  
Name of Third Party (as it will appear on certificate)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address (as it will appear on certificate)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number (to call for payoffs)

\_\_\_\_\_  
Contact Email Address

\_\_\_\_\_  
(website to obtain payoffs)

***Lists submitted for the Priority or the Lottery Sale with incorrect or extra formatting, extra columns, hidden data, or macros will not be accepted. The file will be rejected and returned requesting that the format be corrected to match the template that is provided on the website. It is the responsibility of the 3<sup>rd</sup> Party Purchaser to return the file in the correct format within 24 hours of receiving the rejection***

Please include the following with this registration form to participate in the sale where you have established "priority" to purchase the 2024 tax bill due to a previous lien.

- Parcel ID
- 2024 Tax Bill Number
- Tax Year
- Property Address
- Current Amount Due for 2024
- Total of all certificates requested including the \$30.00 fee for the assignment and recording of the Lis Pendens for each bill
- (Unreleased) Prior year certificate bill number
- Certified check or wire transfer for full amount of bills included on the list
- Lists must be electronic, preferably in MS Excel format.
- Included Registration Fee \$ \_\_\_\_\_. (\$5.00 per bill up to \$250.00) Priority Sale

Please include the following with this registration form to participate in the Lottery Sale process. This list of bills should be in priority order from the most desirable to the least desirable.

- Parcel ID
  - 2024 Tax Bill Number
  - Tax Year
  - Property Address
  - Current Amount Due for 2024
  - Total of all certificates requested including the \$30.00 fee for the assignment and recording of the Lis Pendens for each bill.
  - A 25% deposit will be required when the list is submitted with the balance due when the sale is complete by either Certified check or wire transfer.
  - Lists must be electronic, preferably in MS Excel format.
  - Included Registration Fee \$\_\_\_\_\_. (\$10.00 per bill up to a maximum of \$250.00)
- Lottery Sale

Calculated total of all bills including Recording fees is \$\_\_\_\_\_

Purchase Cap Amount \$\_\_\_\_\_ (Purchase not to exceed this amount)

Calculated 25% including fees being submitted \$\_\_\_\_\_

We also require a copy of your Department of Revenue Registration certificate. The acceptable forms of payment to participate in the tax sale are by Certified Check or Wire Transfer.

**REFUNDS – The JCCO will be happy to wire refunds if that is the method used by the 3<sup>rd</sup> Party to pay the deposits. However, the 3<sup>rd</sup> Party’s wire information must be submitted with this registration form in the space provided below. *The JCCO is not responsible for incorrect banking information received from 3<sup>rd</sup> party purchasers and any fees incurred as a result will be deducted from refunds after the sale. Please allow up to 10 business days for refunds to be processed.***

**WIRE INFORMATION**

\_\_\_\_\_  
Receiving Bank Name

\_\_\_\_\_  
Receiving Bank ABA Number

\_\_\_\_\_  
Beneficiary Name

\_\_\_\_\_  
Beneficiary Account Number

Special Instructions – Please list an intermediary bank name and account number if there is one. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AFFIDAVIT

Please read and confirm the following sworn statement. Be advised that filing a false sworn statement with the intent to mislead the Jefferson County Clerk is a violation of KRS 523.030 and is a Class A Misdemeanor.

*I hereby certify that I am not participating in this sale in conjunction with any related person or related entity to obtain any advantage over other potential purchasers at the sale.*

State \_\_\_\_\_

County of \_\_\_\_\_

Subscribed, sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at Large

My Commission Expires: \_\_\_\_\_