

1. Electronic Devices Prohibited

Cellular phones, pagers, tape recorders, camcorders, and other audible electronic devices are to be turned off during the sale. Cameras, camera cell phones, and other picture taking devices are not allowed in the sale room or lobby area of the tax sale. A violation by the use of electronic devices may result in the disqualification of the bidder. Laptop or notebook computers are allowed if they are operated from battery packs only.

2. Registering for the Tax Sale

The Treasurer's Office will stop accepting registrations for the 2013 Annual Tax Sale on Wednesday, June 12th, 2013, at the close of business or when maximum number of available bidders has been reached by the tax sale random selection software program, whichever occurs first. Registrations will be accepted in the order received by the Treasurer's Office. The Treasurer's Office will note the date and time on each registration as it is received. If the Treasurer's Office determines that a bidder has failed to make payment for tax sale certificate(s) in any county in Iowa, the Treasurer may disqualify the bidder from the sale; all certificates purchased by a disqualified bidder during the sale may be cancelled and re-offered to other properly registered bidders.

Registration Fee Schedule:

The bidder and authorized agent registration fees allow bidding at the 2013 Annual Tax Sale and all associated adjourned tax sales. Bidder and authorized agent registration change fees are nonrefundable. A fee of \$20.00 per registration will be charged to attend the tax. All properly registered bidders for the regular tax sale may attend subsequent adjourned tax sales for no additional fee.

Clinton County recognizes one "interested party" for each bidder name/number. The interested party is the individual or, if the bidder is a company, the company officer who signs the *Registration of Tax Sale Bidder or Assignee*, *Direct Deposit*, and *W-9* forms, and is authorized to bid at the tax sale. If the bidder is a company, the signature and title of the company officer is required on all forms.

An "authorized agent" is an individual, other than the interested party, who acts as an agent/personal representative for the interested party as a bidder at the tax sale. Each interested party is allowed to designate one authorized agent per bidder number and the authorized agent may represent any number of interested parties once properly designated.

Properly registered means the following:

The name and signature of the interested party on the *Registration of Bidder or Assignee* form, corresponding *W-9*, *Direct Deposit Authorization*, and *Registration of Authorized Agent* form are **identical**.

The interested party signed the *Registration of Bidder or Assignee form*, corresponding *W-9*, *Direct Deposit Authorization*, and *Registration of Authorized Agent* forms and included his/her title.

The taxpayer's identification number furnished on the *W-9 form* is for the bidder name as registered. The interested party has timely submitted the required registration documents as detailed in this section.

a. Effective May 1, 2013, bidders must register as an individual, corporation, Limited Liability Company, business trust, estate, trust, partnership or association, or other legal entity to be authorized to bid at the tax sale or to own a tax sale certificate.

b. A person, other than an individual, must obtain a federal tax identification number prior to the tax sale.

c. For each tax sale year, those persons using a federal tax identification number must submit, with tax sale registration documents, an original *Certificate of Existence* from the Iowa Secretary of State dated within the past six months or a copy of a *Trade Name Verified Statement*, meeting the requirements of Iowa Code chapter 547, on file with the county recorder of the county where the person wishes to bid or where the property County recognizes one "interested party" for each bidder name/number.

The **interested party** is the individual or, if the bidder is a company, the company officer who signs the *Registration of Tax Sale Bidder or Assignee*, *Direct Deposit*, and *W-9* forms, and is authorized to bid at the tax sale. If the bidder is a company, the signature and title of the company officer is required on all forms.

An "**authorized agent**" is an individual, other than the interested party, who acts as an agent/personal representative for the interested party as a bidder at the tax sale. Each interested party is allowed to designate one authorized agent per bidder number. A designated agent may represent more than one interested party.

"**Properly registered**" means the following:

1) The name and signature of the interested party on the *Registration of Bidder or Assignee* form, corresponding *W-9*, *Direct Deposit Authorization*, and *Registration of Authorized Agent* form are **identical**.

2) The interested party signed the *Registration of Bidder or Assignee* form, corresponding *W9*, *Direct Deposit Authorization*, *Registration of Authorized Agent* forms and included his/her title.

3) The taxpayer's identification number furnished on the *W-9* form is for the bidder name as registered.

4) The interested party has timely submitted the required registration documents as detailed in this section.

Bidder/Buyer/Certificate Holder Requirements:

The interested party must abide by the following requirements to be eligible to bid or obtain tax sale certificates through purchase or assignment:

a. Effective May 1, 2013, bidders must register as an individual, corporation, Limited Liability Company, business trust, estate, trust, partnership or association, or other legal entity to be authorized to bid at the tax sale or to own a tax sale certificate.

b. A person, other than an individual, must obtain a federal tax identification number prior to the tax sale.

c. For each tax sale year, those persons using a federal tax identification number must submit with tax sale registration documents an original *Certificate of Existence* from the Iowa Secretary of State dated within the past six months or a copy of a *Trade Name Verified Statement*, meeting the requirements of Iowa Code chapter 547, on file

with the county recorder of the county where the person wishes to bid or where the property that is the subject of the tax sale certificate is located.

Contact the Iowa Secretary of State for information on how to register as a legal entity in the State of Iowa or obtain a 'Certificate of Existence'. The Iowa Secretary of State-Business Services contact information is as follows:

First Floor, Lucas Building
321 E 12th St, Des Moines, IA 50319
Phone: 515-281-5204
Fax: 515-242-5953
URL: www.sos.state.ia.us

Contact the Clinton County Recorder's Office for information on how to file a „Trade Name Verified Statement' prior to purchasing tax sale certificates in Clinton County. The Clinton County Recorder's Office contact information is as follows:

Steve Mangan, Clinton county Recorder
1900 North Third Street
PO Box 2957
Clinton, Iowa 52733-2957
Phone :563-244-0565
Fax:563-242-8412
URL: www.clintoncountyiowa.com

Registration Document Requirements:

The interested party must submit to the treasurer's office the following properly completed forms/documents to be eligible to bid at tax sale or obtain a tax sale certificate either through purchase or assignment:

a. 'Registration of Tax Sale Bidder or Assignee' – The interested party must complete and sign a *Registration of Tax Sale Bidder or Assignee* form for each tax sale year using the official unabbreviated Internal Revenue Service (IRS) name for the bidder.

b. W-9 – The interested party must complete and sign a *W-9* form. The official unabbreviated IRS bidder name must be entered on this form. This information is required to issue an accurate *1099-INT* statement with the appropriate social security number or taxpayer identification number. Non-resident aliens and foreign businesses must complete and sign a *W-8BEN* form rather than a *W-9* form. Non-resident aliens and foreign businesses will be subject to a percentage of U.S. Federal tax withholding on interest income earned.

c. 'Direct Deposit Authorization' – The interested party must complete and sign a *Direct Deposit Authorization*. The official unabbreviated IRS name must be entered on this form. Attach a voided check from the authorized account in the space provided. The voided check must be a pre-printed personal or commercial check bearing an

account holder's name. An authorization to deposit to a savings or investment account will not be accepted.

d. **'Registration of Authorized Agent'**- The interested party may designate one individual per bidder number as an authorized agent to bid on his/her behalf during the 2013 Annual Tax Sale and all associated adjourned tax sales. To register an authorized agent to bid, the interested party must complete and sign the „*Registration of Authorized Agent*’ form on the back side of the „*Registration of Tax Sale Bidder or Assignee*’ form using the official unabbreviated IRS name for the bidder name.

e. **'Certificate of Existence' from the Iowa Secretary of State**-The interested party, who is registering for a person other than an individual, must obtain a *Certificate of Existence* from the Iowa Secretary of State's Office and submit the certificate with the properly completed registration forms. Contact the Iowa Secretary of State for information on how to obtain a Certificate of Existence if you are not already familiar with this form.

As an alternative you may file a 'Trade Name Verified Statement' on file with the Clinton county recorder -The interested party, who is registering for a person other than an individual, must obtain a copy of a *Trade Name Verified Statement*, meeting the requirements of Iowa Code chapter 547. A blank *'Trade Name Verified Statement'* has also been included in this packet for you to use.

Errors, omissions, or misrepresentations on the registration forms/documents may disqualify the bidder from the sale. All certificates purchased by the disqualified bidder during the sale may be canceled and re-offered to other properly registered bidders.

Opening Session of the Tax Sale:

The opening session of the tax sale begins promptly at 8:30 a.m. on June 17, 2013 and continues until the first break. **If the maximum number of bidders** has been reached at the sale and a bidder is not present for the beginning of the opening session at 8:30 a.m. on June 17, 2013, the treasurer will remove that bidder number from the random selection program. The bidder number will be placed at the bottom of the waiting list. A bidder at the top of the waiting list and present at county administration building will be given the spot in the random selection program. The bidder removed from the program will not be eligible to bid in the sale until after another space in the Tax Sale Random Selection Program becomes available.

Bidder Cards:

The Treasurer's Office will provide the bidder with a bidder card to be used for bidding at the annual tax sale. Tax sale bidders must surrender their bidder cards to the registration desk at the conclusion of the annual tax sale. The Treasurer will charge a \$5.00 fee for the replacement of a bidder card during the 2013 tax sale if the card is lost or stolen or at future tax sales if the card is not returned to the Treasurer at the conclusion of the June 2013 Tax Sale.

Proof of Age and Identity:

All authorized agents/bidders/buyers/assignees must be 18 years of age or older as of June 17, 2013. The county treasurer requires valid proof of age (i.e., driver's license or birth certificate.) Bidders and authorized agents should be prepared to show proof of age and identity (i.e. driver's license and birth certificate) upon entering the sale room or at anytime during the tax sale.

If a bidder or authorized agent fails to provide proof of age and identity upon request by county treasurer's staff, he/she may be disqualified from attending the sale.

Treasurer's staff will routinely audit information provided on the registration forms against a bidder's or authorized agent's identification.

Bidder and Visitor Seating at the Tax Sale:

Bidders are not allowed to reserve seating for other individuals or groups in the sale room.

3. Bidding at the Tax Sale

Parcels with delinquent taxes are offered for sale in numerical sequence and displayed in each taxing district, as reflected in the official tax sale publication. The tax sale consists of two sessions; regular and public bidder real estate sale items will be offered during the first session and regular and public bidder mobile home items will be offered after real estate. Public bidder items will be offered in the second session.

It is the bidder's responsibility to be prepared for the sale.

All bidders must check-in at the registration desk at the tax sale to pick up their bidder cards and have their bidder numbers entered into the tax sale program. Each item will be offered for sale to all bidders considered "active", beginning with an opening bid of 100% undivided interest. (Note: "Active" means the bidder has properly registered and the bidder number is available for selection by the random selection software program used by Clinton county.) After the treasurer announces the next item to be sold, active bidders may bid downward a percentage of undivided interest. The bid-down percentage will give the winning bidder an undivided interest in the property upon

issuance of a county treasurer's tax sale deed. The bidder that initiates or continues a downward percentage bid must hold his/her bidder card up during the bid-down process. A "bid-down" will range in whole percentage points from 99% to 1%. A tax sale can be set aside in a situation where a combination of bidders agree not to compete with each other in a bid-down process and one of them becomes the tax sale certificate holder. Such fraudulent collusion prevents selling an item for the smallest percentage of undivided interest of the parcel. This practice is prohibited at the Annual Tax Sale and violation may disqualify a bidder from the sale.

When there are no further bids and the bid is a tie, a bidder will be chosen by the random selection software program. The bidder selected at random must immediately accept the purchase of the item or refuse the item, in which case another bidder will be randomly selected. If there is not a tie bid, the sale will be awarded to the lone active bidder. A response results in an obligation on the part of the bidder to pay for the certificate. It is a prohibited practice for bidders to respond for any bidder number called other than their own. A violation of this policy by responding to another number or alerting associated bidders that their number has been called may result in all items purchased by the bidder and associated bidders being re-offered to other bidders present. This prohibited practice may also result in disqualification from the sale for

both the bidder and all associated bidders. If there is no response from a bidder whose number has been selected, the treasurer may remove the bidder number from the tax sale bidding for that session. The treasurer may reactivate all numbers at each break. If it has been determined a bidder is not in attendance, the treasurer may deactivate that bidder number. In this instance, the bidder must request to have his/her bidder number reactivated during the next break at the registration desk. The bidder is responsible for reviewing the status of his/her bidder number on the screen during breaks. Although a "properly registered" tax sale bidder may purchase tax sale certificates under multiple bidder names/numbers, the bidder may only use one bidder number and federal identification number at a time. A bidder may submit a mailed bid if he/she cannot attend in person. The treasurer's office must receive the following information from the bidder prior to the Wednesday before the annual or adjourned tax sale for which the bidder is placing a bid:

- a. List of the item(s) on which he/she is placing a bid.
- b. The lowest percentage of undivided interest per item requested that the bidder is willing to bid.
- c. Properly completed and signed forms: '*Registration of Tax Sale Bidder or Assignee*', '*W-9*', and '*Direct Deposit Authorization*'
- d. Original '*Certificate of Existence*' from the Iowa Secretary of State or a copy of the '*Trade Name Verified Statement*' from the county recorder of the county where the interested party is registering to bid (if applicable).
- e. Payment in U.S. funds and in the form of a personal check, business check, money order, or any form of guaranteed funds. A separate payment is required for each item number bid. A check drawn on an IRA account will not be accepted unless issued for the exact amount of the purchase. **Two-party checks will not be accepted.**

If another bid on the same item is received from a bidder who is present at the sale, the tax sale certificate will be issued to the bidder who is present. In cases where two or more mailed bids are received and the item is not sold to a person present during the sale, the mailed bid for the smallest percentage of undivided interest for the item will be awarded the certificate. In cases of a tie mailed bid, the mailed bid with the earliest U.S. Postal Service postmark will be awarded the certificate. The Treasurer's Office will use the random selection software program to randomly select a purchaser if multiple tie mailed bids are received with the same U.S. Postal Service postmark.

4. Purchasing Tax Sale Certificates

Each interested party will be assigned one bidder number. A summary report will be printed at the conclusion of the sale, the summary report will be printed by bidder number and will list items purchased by each bidder. Each interested party must make payment for his/her purchases; one payment for all items purchased will be permitted when multiple bidders are in a group. Interested parties may, upon request, make individual payment(s) by bidder number.

Payment is required at the conclusion of the sale. The amount collected will include all delinquent taxes and special assessments, interest, special assessment collection fees, rates or charges, service fees, and a fee of \$20.00 for each certificate to be issued.

Bidders are required to review all items listed on the summary report provided prior to settlement and to notify treasurer's office staff of any discrepancy **before** making payment. Treasurer's staff will resolve all reported discrepancies. Payment must be in U.S. funds and in the form of a personal check, business check, money order, or any form of guaranteed funds for the exact amount of the purchase. A check drawn on an IRA account will not be accepted unless issued for the exact amount of the purchase. **Two party checks will not be accepted for payment or for registration fees.** The county treasurer reserves the right to require personal identification at the time of settlement. If the Treasurer's Office does not receive payment from a bidder by the end of the payment period following the conclusion of the tax sale, all items purchased by the bidder and his/her associated bidders as shown on the summary reports will be re-offered to other bidders present before the tax sale is adjourned. If this occurs, the county treasurer may disqualify the bidder and all associated bidders from future County tax sales. If a tax sale buyer's check does not clear his/her bank account, i.e., non-sufficient funds, account closed, etc., the buyer will have five business days following notification from the treasurer to repay with guaranteed funds or the tax sale certificate(s) will be canceled. A \$30.00 service fee will be assessed for each check returned unpaid. The county treasurer reserves the right to require guaranteed funds for any future payments from the tax sale buyer. Please allow up to fifteen business days to receive purchased certificate(s). It is the interested party's responsibility to verify that the tax sale certificates received are correct for the parcels purchased. Each tax sale certificate issued for the June 2013 or a subsequent adjourned tax sale will have a certificate number. The certificate number identifies the year of the corresponding annual June tax sale and a sequentially assigned certificate number. For example, a tax sale certificate issued in June 2013 may have a certificate number of 2013-0245; and a certificate issued at a subsequent adjourned sale in February 2014, may have a certificate number of 2013-0835. The tax sale certificate of purchase does not convey title to the certificate holder. The titleholder of record or other interested party retains the right to redeem within the statutory period, depending on the type of tax sale. If the tax sale remains unredeemed after the statutory period, the certificate holder may begin action to obtain a tax sale deed (refer to Section 9: „90 Day Notice of Right of Redemption’ Affidavit).

5. Notification to Titleholder of Tax Sale

For each parcel on which taxes were sold, the county treasurer shall mail notification to the current titleholder, according to the mailing address on file in the Treasurer's Office, of the sale of delinquent taxes on the property. The notice will be sent by regular mail within fifteen days from the date of the annual tax sale or any adjourned tax sale.

6. Reimbursement of Tax Sale Redemption

A redeemed tax sale will include the following:

- a. The original tax sale amount, including the \$20.00 certificate fee paid by the buyer at the time of the sale.
- b. Interest in the amount of 2% per month, beginning with the month of the sale to the month of redemption, calculated against the amount for which the item was sold,

including the \$20.00 certificate of purchase fee. Each fraction of a month will count as a whole month.

c. Subsequent tax payments paid and properly reported by the certificate holder as an addition to the sale, with interest in the amount of 2% per month, beginning with the month the subsequent payment is posted to the county system to the month of redemption. Each fraction of a month will count as a whole month (refer to Section 7: Payment of Subsequent Taxes).

d. Valid costs incurred by the certificate holder of record and posted to the county system for action taken toward obtaining a tax sale deed. Costs not posted to the county system before redemption shall not be collected by the county treasurer (refer to Section 10: Statement of Costs).

Upon surrender of the tax sale certificate for a redeemed tax sale, either in person or by mail, the County Treasurer will directly deposit the redemption proceeds to the buyer's designated checking account. The reimbursement will not be processed before the first business day following the validated date of redemption, as shown on the county's system. The Treasurer will mail a copy of the redemption certificate reflecting the total amount of the redemption to the buyer. Buyers should retain the redemption certificate copy for income tax purposes. A Treasurer's check will not be issued for redemption proceeds. If the original certificate of purchase has been lost or destroyed, a duplicate can be obtained from the County Treasurer at a cost of \$20. Please call (563)244-0573. In the event a buyer has been reimbursed for redemption and the taxpayer's check does not clear the taxpayer's bank account, the buyer will be notified by the Treasurer's Office and will be required to immediately return the redemption funds. The Treasurer will return the tax sale certificate to the buyer and cancel the redemption. The tax sale will be reinstated as of the original sale date. A subsequent redemption will be calculated from the original date of the sale to the date of repayment. At the end of the calendar year, the county treasurer will issue a 1099-INT form and file a report with the IRS if the cumulative interest paid to the buyer during the calendar year is \$600 or more. A buyer's tax preparer may need this information when filing Federal and State Income Tax returns. If the interest paid to the buyer is less than \$600, a 1099-INT statement will not be issued, instead of a 1099-INT form, a 1042-S form will be issued to non-resident aliens and foreign businesses prior to March 15 regardless of the dollar amount of interest income received by the buyer during the calendar year. The IRS will receive a copy of any 1042-S forms issued. If a buyer underreports the interest amount received, the IRS will direct the Treasurer to implement a backup withholding procedure at the legal rate set by the IRS. If this should occur, the Treasurer reserves the right to ban the buyer and all associated buyers from future tax sales. Upon request from the buyer, the Treasurer can provide a computer printout of the following:

a. A copy of the detailed redemptions included in a buyer's 1099-INT form at a charge of \$10 per buyer number.

b. A copy of a buyer's outstanding tax sales at a charge of \$10 per buyer number. The Treasurer's Office will not provide or calculate year-end interest accruals or bookkeeping services other than to provide a copy of the redemption certificate at the time of reimbursement to the buyer.

7. Payment of Subsequent Taxes (Sub-list)

A certificate holder may pay subsequent delinquent tax and special assessments, including rates or charges, on the same parcel(s) on which s/he holds the tax sale certificate. The Treasurer's Office will accept payments for subsequent delinquent tax and special assessments beginning fifteen days following the date from which an installment becomes delinquent. Only items delinquent in the current fiscal year or a prior year may be paid on a "sub-list". Special assessments, rates or charges due in future years cannot be paid until the fiscal year in which they become delinquent. A certificate holder must request a sub-list report of delinquent tax from the the Treasurer's Office. A report will be printed and ready the following business day. All requests for sub-list reports must be received at least one day before the posting of the payment to allow adequate processing time. All sub-list payments must be received by the Treasurer's Office by noon on the last business day of the month to allow adequate processing time. After sub-list payment(s) have been received and applied by the Treasurer's Office, the Treasurer will not refund the payment if the tax sale certificate holder later decides that he/she did not want to pay the delinquent tax on a particular parcel. If a tax sale buyer's check for subsequent delinquent tax and special assessments does not clear his/her bank account, i.e., non-sufficient funds, account closed, etc., the subsequent delinquent tax and special assessment payments will be canceled. The buyer may repay with guaranteed funds. A \$30.00 service fee will be assessed for each check returned unpaid. The county treasurer reserves the right to require guaranteed funds for any future payments from the tax sale buyer.

Request for Sub-list Reports:

The certificate holder can request a Sub-list Report of subsequent delinquent taxes due by providing his/her buyer number(s) to the treasurer's office. A tax sale buyer may submit his/her request through the mail, fax, e-mail, or telephone.

The certificate holder must submit payment for those parcels s/he wishes to add to the tax sale certificate on the Sub-list Report. A subsequent tax payment not accompanied with the Sub-List Report and/or not properly identified on the mailing envelope as a "Tax Sale Sub-List Payment" may be treated as a voluntary payment and be omitted from redemption calculations. To insure accurate processing, enclose the subsequent tax payment in an envelope clearly marked:

Clinton County Treasurer
Tax Sale Sub-List Payment
1900 North Third Street – PO Box 2957
Clinton, Iowa 52733-2957

Subsequent tax payments received after noon on the last business day of the month may not be posted until the next month and post mark is NOT valid for date of payment . The Treasurer's Office will notify the certificate holder of additional late interest due. Recorded subsequent tax payments will accrue interest at the rate of 2% per month, beginning with the month the payment is posted to the county system through the month of redemption. A subsequent tax payment must be received before

4:30 p.m., Thursday, June 13, 2013, to prevent the parcel from being offered at the 2013 Annual Tax Sale. A subsequent tax payment received after 4:30 p.m., Thursday, June 13, 2013 or during the tax sale may not be posted in time to prevent the parcel from being offered at the tax sale.

The Treasurer's Office does **NOT** accept tax sale subsequent tax payments via the web. A subsequent tax payment made by the tax sale certificate holder via the web will be treated as a voluntary payment and will be omitted from redemption calculations.

8. Assignment of a Tax Sale Certificate

The tax sale certificate of purchase is assignable by endorsement on the front of the Certificate in the area labeled 'assignment', payment by the assignee of a \$100 assignment transaction fee to the county treasurer, and submittal of the certificate to the county treasurer for posting to the county system. An assignment is not considered valid until posted to the county system by the county treasurer's office. A certificate cannot be assigned to another buyer who has redemption rights, except when the assignment is to a municipality. The assignor may not assign a certificate of purchase to more than one assignee/buyer number.

A tax sale certificate of purchase and/or a tax sale deed can be set aside if it is determined that the tax sale buyer or assignee was ineligible to purchase the tax sale certificate. The general rule is that a tax sale buyer or assignee should never have an interest or lien in the item offered for sale. A prospective bidder should consult with his/her legal counsel to determine the right to purchase tax sale certificates, either through bid or through assignment.

Upon Treasurer's Office receipt of the \$100 assignment transaction fee and the endorsed certificate, the assignment will vest in the assignee all the rights and title of the assignor. Please contact the treasurer at (563) 244-0573 regarding the assignment of a certificate. When a buyer requests the treasurer to record a change, other than the mailing address and telephone number, it is considered an assignment and the \$100 assignment transaction fee will be charged. This includes a change in the buyer's name, buyer's number, or federal identification number. Failure to provide the correct federal identification number or social security number at the time of purchase will result in a charge of \$100 for each certificate purchased.

9. 90 Day Notice of Right of Redemption' Affidavit

Service is completed when the certificate holder files the *90 Day Notice of Right of Redemption affidavit* with the county treasurer. The certificate holder is responsible for determining the status of a tax sale before serving the '*Notice of Expiration of Right of Redemption*' upon persons who have a recorded interest in the property. It is a prohibited practice for the tax sale certificate holder to serve the '*Notice of Expiration of Right of Redemption*' OR file the '*90 Day Notice of Right of Redemption*' affidavit with the county treasurer if the tax sale has already been redeemed. A violation of this policy may result in the tax sale buyer being barred from future tax sales. Service must be compliant with the law in effect at the time of the tax sale.

a. Regular Tax Sale:

A tax sale certificate holder may serve a '*Notice of Expiration of Right of*

Redemption' after one year and nine months from the date of sale. Any certificate holder may be barred from future tax sales for serving said notice or a similarly worded notice before the expiration of this time period or after redemption of the tax sale. It is our intent to afford all property owners with all of the rights and remedies of the Iowa statutes.

b. Public Bidder Sale:

A tax sale certificate holder may serve a '*Notice of Expiration of Right of Redemption*' after nine months from the date of sale. Any certificate holder may be barred from future tax sales for serving said notice or a similarly worded notice before the expiration of this time period or after redemption of the tax sale. It is our intent to afford all property owners with all of the rights and remedies of the Iowa statutes. If the certificate holder fails to file a '*90 Day Notice of Right of Redemption*' affidavit within **three** years from the date of the tax sale, the county treasurer will cancel the tax sale. In this instance, the certificate holder is not entitled to a refund. This date may be extended if the filing of the '*90 Day Notice of Right of Redemption*' affidavit is stayed due to bankruptcy proceedings. Please consult with your legal counsel to determine the impact of bankruptcy proceedings on tax sale certificates.

10. Statement of Costs

The tax sale certificate holder or his/her agent or attorney must file a "*Statement of Costs*" with the "*90-Day Notice of Right of Redemption*" affidavit certifying the type and amount of authorized costs incurred. Authorized costs are defined in §447.13, Code of Iowa as amended and include the cost of serving the notice, including the cost of sending certified mail notices, the cost of publication if publication is required, and the cost of a record search. Attorney fees are not authorized costs. By statute (§447.12), costs cannot be filed with the county treasurer prior to the filing of the "*90 Day Notice of Right of Redemption*" affidavit with the county treasurer.

The treasurer requires proof that costs are valid prior to posting to the amount necessary to redeem. For publication costs, the treasurer requires a copy of the newspaper publisher's invoice and a statement from the certificate holder substantiating the reason service was made by publication. Fees for publication, if publication is required, shall not exceed the customary publication fees for official county publications. The certificate holder or his/her agent or attorney must certify in the "*Statement of Costs*" that the record search was performed by an abstractor who is an active participant in the title guaranty program under Iowa Code Section 16.91 or by an attorney licensed to practice law in the state of Iowa. The amount of the cost of the record search that may be added to the amount necessary to redeem **shall not exceed three hundred dollars**. The treasurer requires an invoice from the abstractor or attorney who performed the record search.

11. Tax Sale Deed

To request a tax sale deed, the tax sale certificate holder must return the certificate of purchase and remit the appropriate deed issuance fee and recording fee to the treasurer's office. Payment must be in the form of a personal check, business check, money order, or any form of guaranteed funds. The fee for obtaining a tax sale deed is \$25.00 payable to the treasurer. The recording fee is variable as determined at the time a deed is requested and payable to the county recorder. All fees must be paid prior to delivery of the deed. The certificate holder must complete action to obtain a

tax sale deed within ninety calendar days after the redemption period expires. The county treasurer is required by statute to cancel the certificate of purchase when the tax sale certificate holder fails to comply. If the county treasurer cancels the tax sale, the tax sale certificate holder is not entitled to a refund.

12. Erroneous Tax Sale or Assignment

If it is determined that any item was erroneously sold, the certificate of purchase will be canceled. This includes web payments received the day of the sale and prior to a successful bid. The certificate holder will return the certificate of purchase and the treasurer will reimburse the principal amount of the investment. The Treasurer will not pay interest. If it is determined that a county-held certificate was erroneously assigned, the assignment will be canceled. The certificate holder will return the certificate of purchase, and the treasurer will reimburse the total amount paid for the assignment. Interest from the assignment date to the date of cancellation of the assignment will not be paid.

13. Abandoned Property or Vacant Lots

Iowa law permits a county or city to purchase or require an assignment of a tax sale certificate for an abandoned property or a vacant lot. The county or city is required to file a verified statement with the county treasurer that the property is abandoned or a vacant lot. For additional information, refer to Iowa Code § 446.19A as amended.

14. Tax Sale Publication

Copies of the official tax sale publication will be available for purchase beginning the week of June 1st, 2013 at a cost of \$5.00. Prospective tax sale bidders are limited to one copy per bidder number. The Treasurer will not mail the publication.

15. Tax Sale Delinquent Parcel Reports

A computer report of delinquent items (see attached sample) will be available for purchase as of May 29, 2013. The report for the June 2013 tax sale will reflect the June tax sale amounts for items eligible to be sold at the time the report is printed. This information is subject to change for various reasons outside the control of the treasurer. The treasurer does not guarantee the validity of this data.

Special messages are displayed on this report. For example "****" displayed at the end of a parcel indicates that this parcel has delinquent taxes for multiple years. Bidders are urged to investigate special messages before placing a bid. The Treasurer must receive payment before generating the reports.

16. Adjourned Tax Sales

Adjourned tax sales are held in the County Administration Building located at 1900 N 3rd St, Clinton, Iowa. Each adjourned tax sale begins at 10:00 a.m. on the third Tuesday of the month following the Regular Annual Tax Sale.

17. Change of Address or Telephone Number

Buyers are required to notify the Treasurer's Office of any changes in address or telephone number. To request a change to a tax sale buyer address or telephone number, complete the enclosed '*Tax Sale Buyer Address Change Request*' Form and return it to the Treasurer's Office.

18. Americans with Disabilities Act

A bidder who qualifies under the Americans with Disabilities Act and requires accommodation in relation to his/her disability must provide a health care provider's certificate containing proof of disability and a written request detailing the specific reasonable accommodation requested to the County Treasurer's Office not less than thirty calendar days before the tax sale. This will allow the Treasurer time to provide appropriate and timely accommodations.

19. Non-resident Aliens and Foreign Businesses

Tax sale buyers are directed to take notice of legal restrictions regarding ownership of agricultural land by non-resident aliens and foreign businesses, as presented in Iowa Code Chapter 9I. Non-resident aliens and foreign businesses must complete a W-8BEN form. The form is used to establish foreign status, claim that such person or business is the beneficial owner of the income for which the form is being furnished, and if applicable, claim a reduced rate of, or exemption from, withholding under an income tax treaty between the United States and the buyer's country. The percentage of U.S. Federal tax withholding applied to interest income earned will be 30% unless a reduced rate of, or exemption from, withholding is claimed on the W-8BEN form. Please seek legal counsel to determine whether these restrictions or any IRS requirements are applicable to your specific situation.

20. General Information

It is the intent of the County Treasurer to maintain the highest standards of ethics and prevent the occurrence of conflicts of interest. The County Treasurer has the power, duty, and right to plan, direct, and control all proceedings through which the annual tax sale will be conducted; and take such actions as may be necessary to insure compliance with the rules and regulations of the tax sale and all applicable statutes of the State of Iowa. This document has been prepared to provide general information and guidelines relative to the tax sale, a tax sale assignment, tax sale redemption, buyer reimbursement, and the issuance of a tax sale deed. It is not an all-inclusive listing of statutory requirements, procedures, or policy. It is not to be construed as a legal opinion of the statutes governing tax sales. The treasurer reserves the right to reject any or all bids and to waive irregularities which appear to be in the best interest of Clinton county. A tax sale buyer should consult with legal counsel to determine his/her legal rights and remedies and to protect his/her interest as a tax sale buyer. Prospective buyers should consult with their tax attorney or tax preparer to determine income tax ramifications that might result from a gain or loss as a result of purchasing tax sale certificates. Section 718.2, Code of Iowa, prohibits a buyer from impersonating a county employee. The maximum penalty for a violation of this statute is two years in prison and a fine of \$5,000. Call the county treasurers office (563) 244-0573 to obtain additional information. The treasurer will not respond to questions of law. Questions of this nature should be directed to your legal counsel. The provisions of this document are severable. If any provision of this document is determined to be contrary to law, the remaining provisions shall remain in full force

and effect. This document is effective for taxes sold during the period of June 17, 2013, through May 17, 2014, and all their assignments thereof, regardless of the assignment date.

The doctrine of caveat emptor, meaning 'buyer beware', applies to this tax sale.

**Clinton County Treasurer's Office
Iowa Tax Sale Buyer Address Change Request**

Office Use: Completed: Date _____ Employee Name _____
Request Date _____ **Group Name (short** _____

Interested Party Name _____
(Currently on file in the Treasurer's Office)

(Signature of Interested Party - Required)

Old Address Information –
Please print or type all information

Bidder/Company Name _____

Address Line 1 _____

Address Line 2 _____

City _____ **State** _____ **Zip Code** _____ - _____

County _____ **Telephone** (____) - ____ - ____

E-mail Address _____

New Address Information –
Please print or type all information

Bidder/Company Name _____

Address Line 1 _____

Address Line 2 _____

City _____ **State** _____ **Zip Code** _____ - _____

County _____ **Telephone** (____) - ____ - ____

E-mail Address _____

Prepared By: (Name, Address, City, State, Zip, Phone #)

Return Document To: (Name & Complete Address if different from Preparer Info)

Trade Name

Verified statements of person or co-partnership conducting a business under a trade name or assumed name. (Chapter 547, Code of Iowa) STATE OF IOWA, CLINTON COUNTY, Names of Person(s) Owning or Having Interest in the Business:

Name Address City Zip IA

Name Address City Zip IA

Name Address City Zip IA

I (we) in compliance with the provisions of Chapter 547, Code of Iowa, hereby establish or amend Trade Name as follows:

Establish Trade Name

Name of Business

Complete Business Address (Required)

CHECK ONE BOX PER FORM

Trade Name _____ Original Boo _____ Page _____

Dissolve Trade Name

Names
Add/Withdrawal name(s) of Partner(s)

Names
Change of Address

Business / Home (Circle One) Complete Address

And that there is no one except those mentioned in the foregoing list who owns or has any interest in the above named business.

I (we) further certify that a corrected statement will be filed in the future each time there may be any change in ownership, as provided by Section 547.2, Code of Iowa.

X _____ Date Signed: _____

X _____ Date Signed: _____

X _____ Date Signed: _____

Subscribed in my presence and sworn to before me by the said

this ____ day of _____.

X _____ Notary Public in and for Clinton COUNTY, Iowa

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Registration of Authorized Agent

Do not complete this form if you are the interested party and are bidding for yourself for the duration of the sale.

And 'authorized agent' is an individual, other than the interested party, who is authorized by the interested party to act as an agent/personal representative for the purpose of bidding at the tax sale. An interested party is limited to one 'authorized agent' per bidder number for the June 17, 2013 Tax Sale and Subsequent Adjournments Therof.

I/ We, (please print the bidder name as it appears on the 'Registration of Tax Sale Bidder or Assignee' form) - _____ authorize
(please print the name of the 'authorized agent')- _____
To act as my/our agent/ personal representative at the June 17, 2013 tax sale and adjourned sale thereof. I further understand that modification of the pre-printed information on this form is strictly prohibited.

Bidder Name

Company officer's name & title

Interested party Signature (As it appears on the registration of Tax Sale Bidder or Assignee Form)

Subscribed and sworn to me this _____ day of _____, 2013

Signature of Notary

BIDDER # _____

BIDDER NAME _____

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize CLINTON COUNTY TREASURER to deposit tax sale redemption proceeds, upon surrender of the redeemed tax sale certificate, to the checking account listed below:

The information required can be located at the bottom of your pre-printed checks.

:	:	:	:	:	:	:	:	:	:
---	---	---	---	---	---	---	---	---	---

Bank Routing Number

You must enter a number in every box.

:	:	:	:	:	:	:	:	:	:
---	---	---	---	---	---	---	---	---	---

Checking Account Number

The length of an account number may vary. Begin with the first box on the left above and enter one number per box from left to right.

Required: Attach a voided check here:

I understand that it is my responsibility to notify the CLINTON COUNTY TREASURER in writing with any depository account change. I also understand that any funds credited to my account must be repaid if for any reason the check for redemption does not clear the customer's bank. I further understand that modification of the pre-printed content on this form is strictly prohibited.

Interested Party Signature (as it appears on the Registration form)

If bidder is a company, signature and title of company officer are required.