MADISON COUNTY CLERK'S OFFICE

PO Box 1270
Richmond, KY 40476

321 N. Madison Ave.
Richmond, KY 40475

859-624-4703
Ext. 2

Third-Party Purchaser
REGISTRATION CHECKLIST

2025 Tax Sale	**Registration Deadline**
August 22nd @ 9AM	Monday, August 12th

Location of Tax Sale
Madison County Courthouse Annex - Fiscal Court Meeting Room (1st Floor) 135 W. Irvine St., Richmond, KY 40475

ONE (1) PERSON MAY REPRESENT MORE THAN ONE (1) ENTITY.

Certificate of Delinquency Sale Registration Form 62A274 (10-22)
*Must contain the name and contact information for the Third-Party Purchaser.

Copy of the Registration Certificate
*Issued by the Department of Revenue

Lists of Prior Certificates of Delinquency
*Separate payment REQUIRED for priority, if applicable.

25% Deposit of ALL Current Certificates Submitted for D-Tax Sale.
*This can include the lien filing fee. **ONLY CERTIFIED FUNDS WILL BE ACCEPTED.**
Each entity will need a separate check.

Registration Fees ($250.00)   **Please Submit This Checklist**

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Refund Information
*REQUIRED

Name/Purchaser_____

Ph._____ Email_____

Address_____

Address Line 2_____

City_____ State_____ Postal Code_____

TEAM KENTUCKY®

__*MADISON*__ COUNTY CLERK
CERTIFICATE OF DELINQUENCY
SALE REGISTRATION

NOTE: THIS REGISTRATION FORM ALONG WITH ALL LISTS, REGISTRATION FEES AND DEPOSITS MUST BE SUBMITTED TO THE COUNTY CLERK'S OFFICE AT LEAST 10 CALENDAR DAYS PRIOR TO THE TAX SALE.

1. Name:

2. Street Address:

3. Mailing Address (If different from street address):

4. Telephone Number:

5. Include a copy of your state Certificate of Registration form (if applicable):

6. If you have purchased a certificate of delinquency in a prior year and you intend to purchase the current year's certificate of delinquency on the same property, please submit a list labeled "Priority Certificates of Delinquency." This list needs to include the following information:

   1. Current year's tax bill number;
   2. Taxpayer name;
   3. Amount due on current certificate of delinquency;
   4. Tax bill number and tax year of the prior year certificate of delinquency you already hold;
   5. Book and page number where the prior year certificate of delinquency you already hold is recorded;
   6. County account/parcel number (if applicable); and
   7. A copy of the prior year certificate of delinquency.

7. Please submit a separate list of the current year certificates of delinquency–for which no prior year claim exists– you would like to purchase at the tax sale. For each certificate of delinquency the following information needs to be provided:

   1. Tax bill number;
   2. Taxpayer name;
   3. Amount due on the certificate of delinquency;
   4. The total due for all certificates of delinquency.

8. Deposit. Calculate your required deposit:

   Total amount due on all priority certificates listed in Item 6 $ _____

   plus

   _____% of amount due on all current certificates listed in Item 7 $ _____

   Total Deposit $ _____

Acceptable forms of payment include:

_____

9.   Registration fee: Total number of certificates listed in Item 6 times $5.00 plus the number of certificates listed in Item 7 times $10.00. The maximum registration fee is $250.00. Please include a separate payment for this amount with your registration.

10.   Please read and confirm the following sworn statement. Be advised that filing a false sworn statement with the intent to mislead a 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.

_____
Authorized Signature for Third Party Purchaser

Commonwealth of Kentucky

County of _____

Subscribed, sworn to and acknowledged before me this _____ day of _____, 20 _____

by _____.

_____
Notary Public, State at Large

My Commission Expires: _____

2025 Tax Sale
Feedback & Suggestions

We value your feedback! Please share your suggestions on the registration checklist, materials, or any part of the tax sale process to help us improve the experience for all participants. Thank you!

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