

## TOWN OF COVENTRY

### INSTRUCTIONS TO TAX SALE BIDDERS

(There have been some changes, please read.)

#### June 21, 2023-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 June 1-16, 2023 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 16, 2023, 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 16 and should expect a reply within one business day. **Please note that business addresses should not be PO Boxes. Paddles can be picked up June 21, 2023 between 8:30am and 9:30am according to the clock in the Tax Collector's Office. (No paddle=No bid)**
2. **Beginning with the June 22, 2022 Tax Sale**, per RIGL 44-9-13.1, 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.
3. 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. **Please do not raise your paddles until all details including the amount due have been read and the auctioneer has stated "BID OPEN". Any bidder who raises their paddle prematurely will automatically be disqualified from participating in the auction for that particular parcel.**
4. There will be a 1% floor on tax sale bids.
5. **When a bidder is recognized, he or she will be expected to clearly state the amount of their bid.** Once the bidder states a bid, 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.
6. 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.**
7. 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