

## Pinal County On-Line Tax Lien Sale Instructions

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### View Parcels Prior to Tax Sale

You may view and/or download the list of items available for the 2008 Pinal County Internet Tax Lien Sale at <http://apps.co.pinal.az.us/Treasurer> then click on "Tax Lien Sale Information".

### Sale Prerequisites

- **A \$500.00 deposit must be in the Treasurer's Office prior to the sale. [See below]**
- **Bidder Registration:** To become an eligible bidder, you must fill out a [bidder information form and a W-9 form](#).
  - Required information on bidder information form is:
    - Name to appear on Certificate/Redemption check/Deed
    - Name as it appears on SS card or Federal ID Certificate (EIN)
    - Attention (if applicable)
    - Address
    - Phone number
    - SSN or Federal ID number
    - Statement of ownership options
  - Required information on W-9 form is:
    - Name
    - Business name
    - Address
    - Account numbers (if applicable)
    - Taxpayer ID # (SSN or EIN)
  - You will be assigned a bidder number, website login and password. The bidder information form must show to whom you would want your tax deed issued if you are successful in obtaining a deed; it should also include your mailing address in the event your tax lien is redeemed.
  - Per the IRS, the signed original forms must be mailed to the Pinal County Treasurer, PO Box 729, Florence, AZ 85232 or delivered in person to the Treasurer's Office at 31 N Pinal St., Building "E", Florence, AZ.
  - Your forms must be in the Treasurer's Office three days prior to the sale in order to generate your login and password in time for the sale.
- **Prior Bidder:** In the event you have already been assigned a bidder number from a prior tax lien sale(s), a login and password will be assigned automatically and you will be notified by mail. It may be the same each year or may change.
- **E-mail Address:** Your e-mail address (optional entry on Bidder Information Form) may be used to send login/password upon request and other tax lien sale information.
- **Deposit Amount:** A deposit of \$500.00 must be in the Treasurer's Office 48 hours prior to the sale. If you are reluctant to disclose your banking information on the Internet, you may pay in cash at the Pinal County Treasurer's Office. In this case, you must pay for your purchases in cash at the end of the sale or by 5:00 PM February 22, 2008. Otherwise, if you have a login and password you may log into the Tax Lien Sale website at least 48 hours prior to the sale to submit your deposit.

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- You will be redirected to our bank's secure website to submit your bank routing/transit and account number. You must initiate this in order to continue with the sale.
- **Caution:** You will receive an error message if you have not completed the form and click the Process Payment button. The page will reload letting you know what is incomplete. After you process your payment you will get a screen with Payment Details. Please print this screen for your records and close your browser.
- When the deposit has reached our account, you will be allowed to continue with the sale. Allow at least 48 hours for your deposit to process.
- **Sale Demo:** A demo version of the tax lien sale will be available on the Internet from February 14<sup>th</sup> until the day of the sale. Your login and password is the same.
- **Tax Sale Opens and Closes:** You may not bid on any tax sale items until the tax lien sale officially opens on Thursday, February 21<sup>st</sup> at 9:00 A.M. MST and ends the same day at 4:00 P.M. MST.
- **Disclaimer:** If the sale is open and you log into the Pinal County Tax Lien website and your deposit has been paid, you will be required to accept/deny a disclaimer. If you do not accept, you will be returned to the login page. Should you accept, the tax lien sale items will be presented. Each time you re-enter the site the same disclaimer will be presented and you will have the option to continue or decide against accepting the disclaimer. Remember that the Treasurer is offering for sale and you are purchasing a **TAX LIEN** on the property only. You have no right to enter upon, build on, or sell this property until you have obtained a deed. You may go to [http://co.pinal.az.us/treasurer/lien\\_sale.asp](http://co.pinal.az.us/treasurer/lien_sale.asp) for more details.
- **Current Pinal County Treasurer's Office Time:** The current time at the Pinal County Treasurer's Office will be displayed on each screen. Please note: The tax lien sale is held in Mountain Standard Time and the time is for that time zone.
- **Time Remaining:** Alongside the time will be the time remaining for the sale.

## Bidding Instructions

- **Tax Lien Sale :** A list of tax sale items is presented where you can place your bid on any item that is available for bidding.
  - Remember that you are bidding the lowest rate of interest you are willing to accept for the Tax Lien Certificate.
  - The item number on the left corresponds with the item number advertised in the newspapers and on the Treasurer website.
  - The items that have been successfully bid on by you are highlighted in **yellow**. Once your bids have been submitted, the page will be refreshed and new bids highlighted.
  - Click on "**My Current Bids**" highlighted in yellow to view all of the parcels you have successfully bid on. This is the same as the summary box mentioned below.
  - **Splits** are highlighted in light blue.
  - **Lottery items** are highlighted in green (see below regarding lottery).
  - Click on "Lottery" to place a zero bid for that item. All zero bids will be held until the end of the sale when a random lottery will be run to determine the winning zero bidder.
  - Parcels available for bid will have "Rate" boxes where you can make your bid.
  - Parcels unavailable will not allow entry in the "Rate" box.
  - Grayed out lines indicate the item is not available.
  - A zero bid indicates you cannot bid on this item. However, you may click on "Lottery" for a chance to win the zero bid. Click on "Lottery" to enter.
  - Restrictions on rate changes include:
    - Bid must be 16% or less.
    - Bid cannot be greater than or equal to current bid.
    - Bid cannot be negative.

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- Bids must be whole numbers.
- If another bidder has made an acceptable bid between the time you view the list and place your bid, yours will not be accepted unless it is lower than the last accepted (current) bid.
- If the taxpayer has redeemed an item you have successfully bid on, it will no longer be considered your bid. Click on the "Bids" link for bid history on any item at any time. Any change to the bid is recorded along with its reason. In this case, the reason is "No Longer Available".
- Zero bids/Lottery: More than one bidder may make a zero bid on any available item. You may click "Lottery" on any available item that already has a zero bid. At the end of the sale, a random lottery will be processed against each item with zero bids. Your summary will reflect your won lotteries at that time.
- You may NOT retract any of your bids.
- Current bids will be updated before you request another page to display unless you press the 'REFRESH' button.
  - When "Next Item #" or "Update Bids" is clicked, the new bid(s) on the current page will be processed
    - The screen will be positioned to the next list of items unless you change the item number to the left of "Next Item #".
  - It is recommended that you click on the 'Refresh' button frequently to view latest data.
- To view the next list of items click on "Next Item #".
- To reposition to another item, enter the item number and click on "Next Item #".
- PageDown does not position you to the next list of items. You may need PageDown to view the items that did not fit on the page depending on your browser settings.
- To view bid history on a parcel, click on the "Bids" link on this line. Every transaction for that item will be displayed along with its reason for change.
- To view parcel information on the Assessor's website, click on the parcel number link to bring up a separate window with the Assessor's information. When you close the parcel information window, you will be returned to the tax lien sale.
- Taxpayer payments will be updated every 10 minutes and synchronized with the tax sale data. If a taxpayer redeems an item that has bids, the information will be recorded and the item will become unavailable.
- **Timeout:** Your session will timeout and return you to login if left unattended more than 30 minutes.
- **Summary Box:** When the tax lien sale is shown, a summary box is displayed at the top right of the page showing your name, number of accepted bids, and total sale amounts for bids accepted. A link to these instructions is provided here
  - Totals: Click on "My Current Bids" in the Summary box to view all of your accepted bids.
    - Another window is opened displaying all of your successful bids.
    - Lottery items will not show here until the sale is over.
  - We strongly recommend that at the end of the sale you print this page as a receipt of your purchases. Please choose landscape orientation. Portrait orientation will not print the total amounts for each purchase.

## Payment Due

- **Statutes allow the Treasurer to pursue civil action if you renege on a bid.**
- **Payment Due:** The total purchase amount is expected to be paid at the end of sale or by 5:00 (MST) PM February 22, 2008.

## Pinal County On-Line Tax Lien Sale Instructions

- **Check Out:** You MUST check out to make your payment. You will be redirected to our bank's secure website as you were when you made your deposit. Enter the login and password you set up with them and proceed to authorize debiting your account for the tax sale amount less your deposit. **DO NOT CHECK OUT MORE THAN ONE TIME.**

### Sale Over

- You may log in after the sale is over to view your purchases.
- We strongly recommend that you print the Checkout page as a receipt of your purchases.
- All parcels are subject to redemption by a property owner if paid between now and when we receive your funds.
- Tax liens not sold at the tax lien sale will be offered and may be purchased at the full rate of 16% when the Treasurer has processed all successful bids. This could be up to three days after the auction. Tax liens sold after the Tax Lien Sale are sold on a first come, first served basis.