
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: _____

Shelby County Clerk's Office

Tony Harover, Shelby County Clerk

Delinquent Tax Sale Registration Form

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

Street Address (as it will appear on certificate)

City, State and ZIP

Telephone Number (to call for payoffs)

Contact Email Address

Website to obtain payoffs

Third Party Purchasers with Priority

Third Party Purchasers holding a Certificate of Delinquency from a prior year shall submit to the county clerk a separate list electronically of current year certificates they wish to purchase that relate to the property for which they hold the prior year certificate of delinquency.

The list shall be submitted electronically using the template on our website. The list shall be prepared in 2025 Tax Bill Number order.

- Total of all certificates 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 for full amount of bills included on the list
- Registration fee \$_____. (\$5.00 per bill up to \$250.00) Priority Sale

Third Party Purchasers without Priority (Tax Sale Process)

***“Purchase Intent List”** shall be created using the template on our website. Please put your bills in preferential bill number order.*

- 25% deposit of list value is required when list is submitted with balance due at completion of sale
 - Registration fee \$_____. (\$10.00 per bill up to \$250.00) Priority Sale
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Calculated total of all bills including Recording Fee is \$_____

Calculated 25% including fees being submitted \$_____

Please include the following with this document and submit by email (check excluded):

- “Purchase Intent Lists” using our template
- Department of Revenue Registration Certificate
- All applicable fees paid by certified check via USPS, UPS or FedEx

The Shelby County Clerk’s Office will refund any overages by check within 7 business days of sale.

Print Name (Third Party Purchaser Rep.)

Signature of Third Party Purchaser Rep.

Date