

**TOWN OF COVENTRY**  
**INSTRUCTIONS TO TAX SALE BIDDERS**

**June 20, 2019-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 -17, 2019 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 will not be issued a number and will not be allowed to bid. Please note that business addresses should not be PO Boxes.** Also, **IF you are allowing another individual to pick up your bidding paddle, you MUST fill out that section of the registration, and the designee must state the bidder's name for whom the paddle is being picked up for. Paddles can be picked up June 20, 2019 between 8:45am and 9:30am according to the clock in the Tax Collector's Office. (No paddle=No bid)**
2. All bidders are respectfully requested to maintain courtesies and decorum while participating in the tax sale process. 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.**
3. There will be a 1% floor on tax sale bids.
4. **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.
5. All successful bidders must pay the sale price in cash or check immediately after the sale of each individual piece of property. **We would prefer each parcel be paid with a separate check.** 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 will be 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 not only be banned from future tax sales, but the bad check will immediately be turned over to the police.**
6. 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