



TAX TITLE SALES

Parcels that have been offered for auction at tax foreclosure sales, but not bid on, are deeded to the county. These parcels are called "Tax-Title". They may be purchased from the county if approved by the Board of County Commissioners. Tax title properties are subject to the same risks as tax foreclosure properties.

Purchasing tax-title property is done through public auction, or in some cases, by private negotiation without a call for bids per RCW 36.35.150. It can take 6-12 months to complete the following process:

Step 1:

The applicant must fill out the attached application and pay a \$500.00 (non-refundable) processing fee.

- The application must include the legal description *of the tax title parcel*. We cannot provide one for you. It is usually written by a professional surveyor or title company.
- The application must also have a map attached - outlining the tax title parcel and (if applicable) the parcel the applicant already owns.

Step 2:

Once the complete application is received:

- A title report is ordered to verify that the property is truly tax title
- The property is given an assessed value
- The minimum sales price is determined. (Typically, 80% of the assessed value.)

Step 3:

If the applicant agrees to the minimum sales price:

- The application goes through a multi-department review process.

Step 4:

Once the review is complete:

- An Order of Sale and Resolution are submitted to the Board of County Commissioners (BOCC) for approval at a public hearing.
- The BOCC either approves or rejects the sale.

Step 5:

If approved:

- The Treasurer schedules a public auction and applicants are notified of the date, time, and location. (Anyone can attend the public auction and bid on the parcels for sale.)
- Or the applicant is contacted for a private negotiation. (RCW 36.35.150)

******Periodically, the Treasurer's office reviews tax title inventory and may hold a public auction on several tax title properties. The same procedures as above are followed except for the filing of an application. Tax title sales will be listed on the Kitsap County Treasurer Website, if scheduled. ******

Application # _____
(Assigned by County)

APPLICATION FOR TAX TITLE PROPERTY

| Parcel # of Tax Title (If Applicable) | Legal Description of Tax Title <input type="checkbox"/> (check if legal is attached) |
|---------------------------------------|--|
| | |

Attach a map showing the tax title property and (if applicable) of the applicant's adjacent property.

Please initial each line below to acknowledge you have read and agree to the terms.

_____ I request that the above tax title parcel be sold by Kitsap County and agree to either bid at the public auction or purchase through private negotiation, if possible.

_____ I agree that if I am the successful bidder on the property that I will pay the Kitsap County Treasurer the required amount via certified funds on the day of sale and if I should fail to do this the Kitsap County Treasurer will have the authority to cancel my application and bid.

_____ I have enclosed the non-refundable **\$500.00** processing fee to cover the expense of processing this application, the title report, advertising, recording of the deed, and any other expenses the County may incur in connection with this sale. *(If the highest bidder on the day of sale should be someone other than the applicant, the purchaser is required to pay the above-described fee in addition to the winning bid, and the fee shall be refunded by the Kitsap County Treasurer to the original applicant.)*

_____ All matters regarding this application and sale of property shall be subject to the approval of the Kitsap County Board of Commissioners.

Signed this _____ day of _____, 20 _____.

Signature of Applicant

Printed Name

Tax Parcel # (currently owned by applicant)

Phone and Email

Mailing Address

City, State, Zip

Official Use Only

I hereby acknowledge receipt of the \$500.00 processing fee.

Kitsap County Treasurer, by _____ on date _____.