

Onsite Bidder Registration Instructions

Schenectady County Real Property Tax Auction

1. **Persons attending the onsite auction** will complete their registration documents in the presence of our staff. All registrants (Applies to Single or Married Partner) must provide a photo identification issued by a Federal, State or County Agency. A Photo Driver's License, Passport or Military ID is always acceptable. You will need to know your Social Security Number.
2. **Be sure to bring proper funds** to the auction site in the manner specified by the "Terms." (10% down payment, 10% buyer's premium and \$150.00 administrative fee (Per property purchased).
3. **If you are registering as a Corporation or LLC** you need to provide a copy of the following:
 - 3.1. A copy of the FILING NOTICE that you received from the state where your Corporation was recorded.
 - 3.2. A copy of the notice that you received from the Internal Revenue Service/Treasury Department stating the Federal Identification Number that was assigned to your Corporation.
 - 3.3. A resolution from the Corporation Board of Directors authorizing whomever to purchase property on behalf of the Corporation. This original copy must include an impression created by your corporate stamp.
4. Please note that if you are not a successful bidder, your Bidder's Registration information will be destroyed post auction.

We thank you and look forward to your participation.

Team Collar City Auctions