

## **NOTICE TO BIDDER**

1. We accept completed Registration Forms and Compliance with Municipal Building and Housing Codes forms with **original signature(s)** beginning in April, and the forms may be mailed or hand delivered to:

DEPARTMENT OF CIVIL PROCESS  
1305 LOCUST STREET, 2ND FLOOR  
KANSAS CITY, MO 64106

NOTE: To participate in the DLT Sale the Registration Form **must be approved and File stamped NO LATER THAN TEN (10) DAYS PRIOR TO THE SALE** and cannot be approved until after the steps in item 3 listed below have been confirmed. We highly encourage you to send us your completed forms as early as possible.

2. **Sale dates/deadline for registration listed below:**

- Independence Courthouse, 308 W. Kansas Ave., Independence, MO sale begins: August 11, 2025, at 10 am, and continues each day as needed.  
**Application Deadline: August 1st**
- Kansas City Courthouse, 415 E. 12<sup>th</sup> Street, K.C., MO sale begins: August 18, 2024, at 10 am, and continues each day as needed.  
**Application Deadline: August 8th**

3. The INDIVIDUAL AND/OR BUSINESS REGISTRATION FORM MUST BE APPROVED AND FILE STAMPED **NO LATER THAN TEN (10) DAYS PRIOR TO THE SALE**. **Keep in mind that the following steps have to be completed prior to approval of your application:**

- A. The Collections Department will have to verify that you or your business does not own real property in Jackson County, Missouri, and you or your business does not have a real estate tax bill which has been delinquent for more than six months (allow 2 – 3 business days to complete).
- B. Anyone who is the owner of the property or is responsible for the operation of rental property must obtain a letter or criminal record check (some cities consider these codes or municipal ordinance violations) to demonstrate that he/she does not have two or more building or housing code violations for any municipalities or in unincorporated parts of County for property they own in Jackson County, Missouri (see list on page 2 for contact information).

4. As stated above, once a completed application is submitted to Civil Process, the application will be sent to the Collections Department to verify ownership of property and the status of your real estate taxes. The application will be returned to the Civil Process Department and if you own properties in Jackson County, there must be a letter (indicating no violations listed) and or criminal record check for any

owner and or responsible party for properties from the municipality regarding housing or building code violations. If you are in compliance with both of these requirements, your application will be approved, and you will receive a bidder number and verification of registration by mail.

5. **CASH, CASHIER’S CHECK, OR MONEY ORDER made out to the Jackson County Court Administrator** are the only forms of payment accepted at the Delinquent Land Tax Sale. Personal checks, company checks, credit cards, checks drawn on a credit card or line of credit from your bank will not be accepted.
6. Once registration is complete and you are assigned a bidder number, deposits may be made on accounts in advance of the sale at the **Department of Civil Process** (we will only accept Cashier’s check and/or Money Order for deposits).
7. **Payment must be made at the point of sale when you have won the bid. You will not have time to go to the bank.**

The list of parcels to be offered will be published four consecutive Fridays prior to the sale in **The Daily Record**, 2300 Main Street, Suite 900, Kansas City, MO, 64108, telephone # (816) 384-1801 or at [store.molawyersmedia.com](http://store.molawyersmedia.com).

**THERE WILL BE NO EXCEPTIONS TO THE TEN (10) DAY DEADLINE FOR REGISTRATION per RSMo 141.550.**

**Persons needing assistance or accommodations under the Americans with Disabilities Act, please contact 816.881.3696.**

CONTACT INFORMATION FOR PROPERTY CODE VIOLATIONS:

Blue Springs Codes Administration	(816) 220-4565
City of Buckner	(816) 650-3191
City of Grain Valley	(816) 847-6220
Grandview Neighborhood Services Division	(816) 316-4817
City of Greenwood	(816) 537-6969
Independence Code Compliance Division	(816) 325-7193
Lee’s Summit Neighborhood Services Division	(816) 969-1200
City of Oak Grove	(816) 690-3773
City of Pleasant Hill	(816) 540-3135
Raytown Community Development Department	(816) 737-6014
Sugar Creek Building Department	(816) 252-4400
Unincorporated Jackson County- Planning and Zoning	(816) 881-4649
Kansas City Municipal Court, 511 E. 11 <sup>th</sup> St., KC, MO 64106, <a href="https://www.kcmo.gov/city-hall/departments/municipal-court/case-information-and-records">https://www.kcmo.gov/city-hall/departments/municipal-court/case-information-and-records</a> . There will be a fee.	(816) 513-2700

Bidder No. \_\_\_\_\_

Mailer Sent: Yes ☐ NO ☐

**FOR COLLECTIONS USE ONLY**

REGISTRANT OWNS REAL ESTATE: YES ☐ NO ☐

REAL ESTATE TAXES PAID: YES ☐ NO ☐

# of properties owned: \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_

**Business Registration Form For Deed**

If property will be purchased in the name of a business, please list all owners, officers or partners of that business. The information provided below will be utilized for issuance of the Court Administrator's Deed. The Court Administrator's Deed will be issued in the name of the business exactly as listed below, so please legibly print information, and if you see an error on your correspondence or bidder card, please notify us, so that we can correct the error.

**BUSINESS NAME (D/B/A):**

\_\_\_\_\_

**BUSINESS I.D. #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**Owner Name:(First, Middle, Last):**

\_\_\_\_\_

**ADDRESS:** (must include Zip Code): \_\_\_\_\_

\_\_\_\_\_

**Telephone #** (must include area code): \_\_\_\_\_

☐

I am the owner of real estate located in Jackson County, Missouri, that is not affected by delinquent taxes and am in compliance with RSMo 141.550. I have attached the required statement from each city in which I own property that indicates I or my

agent/representative do not have two or more violations of that municipality's building or housing codes.

☐

I do not own, in whole or in part, any real estate located in Jackson County, MO.

Note: The Collections Department will search their records. I acknowledge that failure to fully and accurately disclose the information requested above may result in an invalid sale.

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DATE

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SIGNATURE

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EMAIL ADDRESS (optional)

**NOTE: If you are the owner, but you are not responsible for the maintenance and or compliance with building code violations please list the person and or persons on the additional owners/partners/agents/responsible parties form.**

**REMINDER: This completed form must be approved and file-stamped by the Department of Civil Process at 1305 Locust, Second Floor, Kansas City, Missouri 64106 no later than TEN (10) days prior to the Sale.**

TRACKING NO.:

**Business- Compliance with Municipal Building or Housing Codes**

If you are applying to register as a bidder for the Delinquent Land Tax Sale as an individual and or business and own property in Jackson County, Missouri you must be able to demonstrate compliance with RSMo 141.550.2. In order to demonstrate compliance with this statute you must contact the Municipal or County Agency where you own properties and provide a letter or copy of a criminal record for each of the individual(s) listed below who are considered to be responsible for the properties owned. If you own properties in multiple Municipalities you will need a separate letter and or criminal record check from each of the municipalities which shows that you and/or the owner/agent/representative does not have two or more convictions of housing and or building codes.

**Note: This form, as well as the additional owner/agent form if someone else is responsible for building code violations, along with your letter and/or criminal records check showing no violations or only one violation will need to be turned in with your Registration for Deed, so that your application can be processed and approved 10 days prior to the sale.**

**Business**

**BUSINESS NAME (D/B/A):** \_\_\_\_\_

**BUSINESS I.D. #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Owner(s)/Partner(s) Name:(First, Middle, Last):** \_\_\_\_\_

**ADDRESS:** (must include Zip Code): \_\_\_\_\_

**Telephone #** (must include area code): \_\_\_\_\_

**Do Not Write Below this Line**

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**Civil Process Department**

Individual/Business does not own Real Estate in Jackson County **YES** ☐ **NO** ☐.

Individual/Business owns Real Estate in Jackson County and has \_\_\_\_\_property(s).

Individual/Business has attached letters/records checks for all individuals listed as responsible parties for the number of properties listed above ? **YES** ☐ **NO** ☐.

Individual/Business complies with RSMo 141.550.2 **YES** ☐ **NO** ☐

Clerk verifying information: \_\_\_\_\_

### Registration Instructions for Bidders

1. The Registration Form for Deed will be utilized to track and assign a Bidder Number for the DLT Sale and to utilize the legal name(s) and or business for the Court Administrator's Deed, should you be approved to participate in the sale, are the winning bidder on a parcel, and the sale is confirmed by the Court.
2. The Compliance with Municipal Building or Housing Codes form will require the Individual(s), Business Owner(s), and or responsible party to obtain a letter or criminal record check from any municipality in which the Individual(s), Business Owner(s), and or responsible party own and or manage real property in Jackson County.
3. Some municipalities will issue a letter indicating that you do not have any building and/or housing codes violations. This is the preferred method; however, we cannot direct the municipalities to provide these documents.
4. Some municipalities view building and/or housing codes violations as ordinance violations and not a criminal violation, while others will list these violations, as well as other traffic and/or misdemeanor offenses on the same record.
5. So, please make sure when making your request for records regarding building and/or housing code violations the record clerk understands what type of record you need for our purposes, which is building and/or housing code violations.
6. For example, if a Business owns (2) properties, one in Blue Springs, MO and the second in Grain Valley, MO and there is (1) Owner and (1) responsible party, the listed owner and the responsible party would each need to have a letter and or criminal record check from the two municipalities. So, we would expect to have at least (4) letters and or criminal record checks attached to the registration forms. When completing this form we are asking that you identify the person(s) who you would consider responsible for receiving notices or summons for violations of the municipal building or housing codes (see examples below). The Civil Process Department will review both forms and will indicate on this form if your application has been approved or disapproved to register for the sale.

Note: each Municipality has different requirements for the individual who would be considered responsible for receiving service, notice, order, or summons because of a violation of a municipal building or housing code, such as:

- a) For a corporation, a corporate officer and the chief operating officer.
- b) For a partnership, the managing partner.
- c) For a limited liability company, the managing or administrative member.
- d) For a limited partnership, a general partner.
- e) For a trust, a trustee.
- f) For a real estate investment trust, a general partner or an officer.
- g) If the owner does not reside in Jackson County, he or she shall provide information from the individual who is designated as the local agent who is authorized on behalf of the owner to receive service of any notice, order, or summons issued because of a violation of a municipalities

building or housing code.

7. Your application will not be approved unless we have both the Registration Form for Deed and Compliance with Municipal Building or Housing Codes forms, along with letters and or criminal records checks for any individual(s) who would be considered responsible for receiving service, notice, order, or summons because of a violation of a municipal building or housing code.

8. Upon receipt of your application, it will take approximately 5 business days (depending upon the number of applications received, which will be worked in the order received) to review and approve your application if all of your paperwork is in order and you meet the criteria as described in RSMo 141.550.2.

9. You cannot participate in the DLT Sale unless your application is approved at least 10 days prior to the sale date. We begin accepting applications in April, so it is highly recommended that you turn in your registration forms along with any letter(s) or criminal records checks, if required, at least two weeks prior to the Application Deadline (see Notice to Bidder) to allow time to process your paperwork, as we generally receive the majority of these applications close to the deadline.