

NOTICE TO BIDDER

1. COMPLETED REGISTRATION FORMS WITH ORIGINAL SIGNATURE(s) may be:
 - A. MAILED to DEPARTMENT OF CIVIL PROCESS
1305 LOCUST STREET, 2ND FLOOR, KANSAS CITY, MO 64106
 - B. HAND DELIVER to the drop box at 1315 LOCUST, KANSAS CITY, MO, 64106
2. Please consider 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 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 PROPERTY IN JACKSON COUNTY, MISSOURI AND YOU OR YOUR BUSINESS DOES NOT HAVE A TAX BILL WHICH HAS BEEN DELINQUENT FOR MORE THAN SIX MONTHS (ALLOW 2 -3 BUSINESS DAYS). (See the list below)
 - B. ANYONE WHO IS THE OWNER OR IS RESPONSIBLE FOR THE OPERATION OF RENTAL PROPERTY MUST OBTAIN A LETTER OR CRIMINAL RECORD CHECK TO DEMONSTRATE THAT HE/SHE DOES NOT HAVE TWO OR MORE BUILDING OR HOUSING CODE VIOLATIONS FOR ANY OF THE MUNICIPALITIES OR UNINCORPORATED COUNTY WHERE YOU OR YOUR BUSINESS OWNS PROPERTY IN JACKSON COUNTY, MISSOURI AND ATTACH TO YOUR APPLICATION.
3. If you are in compliance with both of these requirements and your application can be approved with in 10 days prior to the sale, you will receive a bidder number and verification of registration by mail, from the Civil Process Department.
4. **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.
5. **NO CASH.** If you are approved and you are assigned a bidder number, deposits may be made on accounts in advance of the sale. If you want to deposit monies on your account, you will need to send it in via the US Mail or drop it off in the drop box at the above locations. Please include a copy of your bidder number. (See website for more information)
6. **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 or you car to get the money.** Must be Cash, Cashers Check or Money Order or monies deposited in advance.

The Independence sale will be August 9, 2021 at 10am. Beginning on August 9th and continue day to day thereafter (excluding Sunday) until 5PM, all parcels have been sold or read three times. The list of parcels to be offered will be published four consecutive Fridays starting July 16, 2021, in **The Daily Record**, 920 Main Street, Suite 825, Kansas City, MO, 64105, telephone # (816) 931-2002. **The deadline to be registered to bid for this sale is July 30, 2021, at 4:30 p.m.**

The Kansas City sale will be August 16, 2021 at 10am. Beginning on August 9th and continue day to day thereafter (excluding Sunday) until 5PM, all parcels have been sold or read three times. The list of parcels to be offered will be published four consecutive Fridays starting July 23, 2021, in **The Daily Record**, 920 Main Street, Suite 825, Kansas City, MO, 64105, telephone # (816) 931-2002. **The deadline to be registered to bid for this sale is August 6, 2021, at 4:30 p.m.**

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 Oak Grove	(816) 690-3773
City of Buckner	(816) 650-3191	City of Pleasant Hill	(816) 540-3135
City of Grain Valley	(816) 847-6220	Raytown Community Development Department	(816) 737-6014
Grandview Neighborhood Services Division	(816) 316-4817	Sugar Creek Building Department	(816) 252-4400
City of Greenwood	(816) 537-6969	Unincorporated Jackson County	
Independence Code Compliance Division	(816) 325-7193	Environmental Health Division of the Public Works Dept.	(816) 881-4577
Lee's Summit Neighborhood Services Division	(816) 969-1200	Kansas City Municipal Court	(816) 513-2700
		511 E. 11 th Street, K.C., MO 64106	There will be a charge for this printout
		Online at https://www.kcmo.gov/city-hall/departments/municipal-court/case-information-and-records	

Bidder No.
Mailer Sent: Yes NO

FOR COLLECTIONS USE ONLY

REGISTRANT OWNS REAL ESTATE: YES NO

REAL ESTATE TAXES PAID: YES NO

VERIFIED BY: _____

INDIVIDUAL REGISTRATION FORM FOR DEED

The Court Administrator's Deed will be issued in the name(s) of the person(s), exactly as listed below,
WITHOUT EXCEPTION.

PLEASE PRINT

Owner's Legal Name:

ADDRESS: MUST include Zip Code

TELEPHONE:
MUST include area code.

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	

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

I acknowledge that failure to fully and accurately disclose the information requested above may result in an invalid sale.

DATE

SIGNATURE(s)

EMAIL ADDRESS (optional) _____

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.:

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 your business does not have two or more convictions of housing and or building codes.

Note: This form along with your letter and/or criminal records check 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.

Individual(s)

Owner's Legal Name:	<u>ADDRESS: MUST</u> include Zip Code	<u>TELEPHONE: MUST</u> include area code.
1. <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
2. <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Agents Legal Name:	<u>ADDRESS; MUST</u> include Zip Code	<u>TELEPHONE: MUST</u> include area code.
1. <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
2. <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Do Not Write Below this Line

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/criminal records for all individuals listed as responsible parties for number of properties listed above YES NO .

Individual/Business complies with RSMo 141.550.2 YES NO

Clerk verifying information: _____

Additional Owner's or Responsible Parties

Owner(s)/Partner(s) Name:

ADDRESS: MUST include Zip Code

TELEPHONE: MUST include area code.

Relationship:

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

Relationship:

2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

Relationship:

3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

Relationship:

4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	

Agents Legal Name:

ADDRESS: MUST include Zip Code

TELEPHONE: MUST include area code.

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
----	----------------------	----------------------	----------------------

Instructions for Registration 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. 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:

- For a corporation, a corporate officer and the chief operating officer.
 - For a partnership, the managing partner.
 - For a limited liability company, the managing or administrative member.
 - For a limited partnership, a general partner.
 - For a trust, a trustee.
 - For a real estate investment trust, a general partner or an officer.
 - 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.
3. 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.
 4. Upon receipt of your application it will take approximately 5 business days 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.
 5. You cannot participate in the DLT Sale unless your application is approved at least 10 days prior to the sale date, 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 one week prior to the sale date to allow time to process your paperwork.