



**PREQUALIFICATION CERTIFICATE**

Authorized by:

Official Use Only

**PART 1  
BID-PURCHASE PREQUALIFICATION APPLICATION  
FOR NEW CASTLE COUNTY TAX SALE PROPERTY**

**A. Part 1. To be completed by bidders for New Castle County tax sale property.** Any person or entity seeking to place a bid on a property (“Applicant”) brought to sale by New Castle County must complete this Part 1. Once authorized, this Part 1 shall be your Prequalification Certificate. Retain this Part 1 to submit with Part 2 of this application immediately upon winning a bid.

**B. Part 2. To be completed by winning bidders.** Immediately upon winning a bid at the auction, the winning bidder must submit a completed and signed Bid-Purchase Prequalification Application (both Parts 1 and 2) to the Sheriff. The winning bidder’s failure to submit this form immediately upon winning a bid may result in the property being made available to other bidders.

**C. Applicant certifications and statements. Applicant must read and complete.**

1. I hereby certify that, either directly or through an affiliated entity, the Applicant does not own any interest in any real property in New Castle County that:
  - a. is subject to any state or political subdivision lien identified in 25 *Del. C.* § 2901(a) in excess of \$1,000; or
  - b. has been vacant for at least 18 consecutive months and such property is not subject to a valid building permit or pending land use application.Affiliated entity means: (1) any entity that is under common control with the Applicant; or (2) any person or entity who directly or indirectly holds any beneficial or ownership interest in the Applicant of 5% or greater.
2. I hereby certify that I am personally the Applicant or possess the actual authority to execute this document on behalf of the Applicant.
3. Immediately upon winning a bid, I agree to provide this Part 1, Part 2, and the application fee to the Sheriff.
4. I understand that providing false, inaccurate or incomplete information, or making false certifications may result in criminal prosecution for perjury and disapproval of a sale for cause. If a sale is disapproved for cause, Applicant may be responsible for payment of all costs incurred by the County in the motion process plus a \$500 Sheriff’s fee. Such amounts shall be forfeited from funds paid to the Sheriff before any balance is returned to the Applicant.

Print Applicant’s name:

Date:

Sign:

Print name:  
(If different than Applicant)

THIS PREQUALIFICATION  
CERTIFICATE IS VALID ONLY FOR  
THE SHERIFF’S SALE HELD ON THE  
DATE SHOWN ABOVE.

**BID-PURCHASE PREQUALIFICATION APPLICATION  
PART 2**

**A. Part 2. Winning bidders must complete and submit immediately upon winning a bid.** During the auction, a completed and signed Bid-Purchase Prequalification Application (both Parts 1 and 2) must be submitted to the Sheriff immediately upon winning a bid. Failure to submit this form immediately upon winning a bid may result in the property being made available to other bidders.

**B. Fee.** There is a \$50.00 prequalification application fee that will be added to the sales price of the first property purchased at this auction. Only one application fee will be charged per auction regardless of the number of properties purchased.

Please attach additional pages as needed.

**C. Bid Property Address(es). Applicant must complete.**

**D. Applicant certifications and statements. Applicant must read and complete.**

1. List all affiliated entities of the Applicant. Affiliated entity means: (1) any entity that is under common control with the Applicant; or (2) any person or entity who directly or indirectly holds any beneficial or ownership interest in the Applicant of 5% or greater.
  
2. List the address or tax parcel number of all properties located in New Castle County in which the Applicant and any affiliated entities own an interest.
  
3. I hereby certify that I am personally the Applicant or possess the actual authority to execute this document on behalf of the Applicant.
  
4. I understand that providing false, inaccurate or incomplete information, or making false certifications may result in criminal prosecution for perjury and disapproval of a sale for cause. If a sale is disapproved for cause, Applicant may be responsible for payment of all costs incurred by the County in the motion process plus a \$500 Sheriff's fee. Such amounts shall be forfeited from funds paid to the Sheriff at the sale before any balance is returned to the Applicant.

Print Applicant's name:

Applicant's contact information:

Email:

Sign:

Phone:

Print name:  
(If different than Applicant)



**ASSIGNMENT CERTIFICATE**

**Issued by:**

**Date:**

**Official Use Only**

**ASSIGNMENT PREQUALIFICATION APPLICATION  
FOR NEW CASTLE COUNTY TAX SALE PROPERTY**

**A. Assignment Applicant.** Any person or entity seeking to acquire the right, title and interest in a property sold at Sheriff’s Sale pursuant to New Castle County’s monition authority must complete this form. This form must be submitted to the New Castle County Chief Financial Officer no less than 10 business days prior to the Sheriff’s deadline date for assignment of the bid.

**B. Fee.** There is a \$50.00 application fee due upon submission of each assignment application. An additional \$50.00 fee may be charged if a late form is accepted by Chief Financial Officer.

Use back of form or provide attachments needed.

**C. Applicant certifications and statements. Applicant must read and complete.**

1. Provide bid property address(es):
  
2. List all affiliated entities of the Applicant. Affiliated entity means: (1) any entity that is under common control with the Applicant; or (2) any person or entity who directly or indirectly holds any beneficial or ownership interest in the Applicant of 5% or greater.
  
3. List the address or tax parcel number of all properties located in New Castle County in which the Applicant and any affiliated entities own an interest.
  
4. I hereby certify, that either directly or through an affiliated entity\*, the Applicant does not own any interest in any real property in New Castle County that:
  - a. is subject to any state or political subdivision lien identified in 25 *Del. C.* § 2901(a) in excess of \$1,000; or
  - b. has been vacant for at least 18 consecutive months and such property is not subject to a valid building permit or pending land use application.
  
5. I hereby certify that I am personally the Applicant or possess the actual authority to execute this document on behalf of the Applicant.
  
6. I understand that providing false, inaccurate or incomplete information or certifications may result in the denial or revocation of an assignment certificate. Making false certifications may result in criminal prosecution for perjury.

Print Applicant’s name:

Email:  
Phone:

Sign:

Date:



**STATUS CERTIFICATE**

**Issued by:**

**Date:**

**Official Use Only**

**STATUS CERTIFICATE APPLICATION  
FOR NEW CASTLE COUNTY TAX SALE PROPERTY**

**A. Status Applicant.** A status certificate shall be sufficient for all prequalification purposes. A status organization (“Applicant”) shall provide this status certificate prior to bidding on a property at a public sale or seeking assignment of a property from a prequalified purchaser. Please complete this application and submit to the General Manager, Department of Community Services.

**B. Fee.** There is a \$50.00 application fee due upon submission of a status certificate application unless Applicant is eligible for a fee waiver.

**C. Change in Status.** A status certificate shall remain valid unless there is a change in the organization’s status that is inconsistent with the certifications provided on this application.

**D. Applicant certifications and statements. Applicant must read and complete.**

1. I hereby certify the Applicant is (check applicable box):

- An organization that has been building, rehabilitating, and providing affordable housing units within the state for at least five years and has tax-exempt status pursuant to Internal Revenue Code section 501(c)(3) (must attach proof of tax-exempt status).
- A community development corporation as defined in 42 U.S.C. § 9802.
- A land bank organized pursuant to 31 *Del. C.* § 4703.

2.  Check only if requesting a fee waiver. I certify that the Applicant has engaged in building, rehabilitating, and providing affordable housing units within New Castle County within the preceding five (5) years or is a land bank organized pursuant to 31 *Del. C.* § 4703.

3. Change in Status. The Applicant hereby agrees to notify the General Manager of the Department of Community Services if the organization’s status changes such that it is inconsistent with the certifications provided on the application.

4. I hereby certify that I am personally the Applicant or possess the actual authority to execute this document on behalf of the Applicant.

5. I understand that providing false, inaccurate or incomplete information, or to making false certifications may result in criminal prosecution for perjury and disapproval of a sale for cause. If a sale is disapproved for cause, Applicant may be responsible for payment of all costs incurred by the County in the motion process plus a \$500 Sheriff’s fee. Such amounts shall be forfeited from funds paid to the Sheriff at the sale before any balance is returned to the Applicant.

Print Applicant’s  
name:

Date:

Sign:  
Print name:  
(If different than Applicant)

Applicant contact information:  
Email:  
Phone: