



PROCEDURES FOR PURCHASING PROPERTY THROUGH STANDARD COURT AUCTION SALES

1. The purchaser completes and submits a **Request to Purchase** form to the Real Estate Division of the Department of Finance via U.S. Postal Service or email.
2. The City will make certain that the applicant is a qualified buyer and that the requested parcel is not needed for public improvement. A qualified buyer is one who has paid taxes, water, sewage, etc. and is in compliance with City codes and policies.
3. The City will notify the applicant in writing as to:
 - a. Approval or denial of qualified buyer status
 - b. Approval or denial of the parcel's availability to be sold
 - c. Sale price- if the parcel is approved for sale
4. After the applicant is approved to purchase and the parcel approved for sale, the prospective buyer must sign a **Proposal to Purchase**. The buyer must present a photocopy of their driver's license as proof of identification. The prospective buyer must place a **10% non-refundable deposit (minimum \$200.00)** with the Real Estate Division. The deposit must be in the form of a **cashier's check** or **money order** made payable to the **Director of Finance**.
5. Other potential buyers wishing to bid for the property may file an objection to the sale with the Real Estate Division by completing a **Request to Purchase** form. If approved, the objector has the right to bid for the property. The objection can be filed up until the end of the sale process. (See Step #9)
6. Each sale is submitted to City Council for approval.
7. After Council approval is received, the City will notify the buyer in writing to order an insurable title report. The report must be paid for by the purchaser, and may or may not include title insurance. The report must be received by the City of Pittsburgh Law Department within 60 days of receiving notification, or the sale may be forfeited. If denied by Council, hand money will be refunded.
8. The Law Department will use the Title Report to prepare and submit a petition for a **Rule to Show Cause** to the Court of Common Pleas authorizing and validating the title.
9. The sale is advertised in a newspaper of general circulation. For 30 days after the advertisement, any approved objectors to the sale will be required to deposit hand money in the amount of 10% of their bid or \$200.00, whichever is greater.
10. If there are objectors to the sale, all will be notified and given the opportunity to bid in court. **Failure to attend the auction will result in forfeiture of the hand money deposit.** At the completion of the auction, the successful bidder will be required to deposit with the Real Estate Division additional hand money equal to 10% of their bid price, less their initial hand money deposit, by cashier's check or money order. Failure to remit the additional hand money shall be deemed default by the purchaser and their bid will be voided.
11. A final Order of Court will confirm the sale to the buyer or successful bidder. City Law will prepare and execute a deed that will be signed by the Mayor. The buyer and their Title Company will be notified in writing that the deed is ready for delivery. The buyer will be required to close and pay the remaining balance within sixty (60) days of the notification. Final settlement of the sale must be paid by cashier's check or money order. The buyer must pay all related costs and the deed must be recorded immediately upon closing. Title will be conveyed by quit claim deed.
12. If the successful bidder or purchaser defaults, the City shall have the option to: (1) offer the property to the next highest bidder in bid order, or (2) request the Law Department present an Order of Court clearing title in the name of the City and sell the property via sealed bid.

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE CANCELLATION OF
THE SALE AND FORFEITURE OF HAND MONEY.
THESE PROCEDURES MAY TAKE 12 – 18 MONTHS