



**PROCEDURES FOR PURCHASING PROPERTY THROUGH COURT AUCTION SALES**  
CITY OF PITTSBURGH-DEPT. OF FINANCE-REAL ESTATE DIVISION-TELEPHONE (412) 255-2300

1. The Real Estate Division of the Department of Finance accepts inquiries from the general public for purchase of properties. The City makes certain that the requested property is not needed for public improvement and establishes a sale price. The prospective purchaser completes a Request to Purchase Form to become a qualified buyer and is then notified of the price. A qualified buyer is one who has paid taxes, water, sewage, etc. and is in compliance with City codes and policies.
2. After being approved to purchase, a proposal to buy the property must be signed. The prospective buyer must present a photocopy of their driver's license as proof of identification. The prospective buyer must place a 10 % deposit (minimum of \$200.00) with the Real Estate Division. Deposit must be a cashier's check or money order made payable to the Director of Finance.
- 2A. 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 sales process. (See step 6)
3. Each sale is submitted to City Council for approval. A resolution passed by City Council documents this approval.
4. When approved, the Real Estate Division notifies the purchaser by letter to order an insurable title report. The purchaser must pay for this title report, which may or may not include title insurance depending upon agreement with the Title Company. The purchaser may, at his/her option, purchase an insured title examination. The title report must be in a format acceptable to the Law Department and must be received by the Law Department within thirty (30) days of date of notification.
5. The Law Department uses the Title Report to prepare the necessary paperwork to submit a petition for a Rule to Show Cause to the Court of Common Pleas authorizing the sale and validating title.
6. The sale is advertised in a newspaper of general circulation. For a thirty-day period after the advertisement, anyone who has been approved to bid will be required, as part of their objection bid, to deposit hand money in the amount of 10% of their bid or \$200.00, which ever is greater. If no objectors are filed, step # 7 is omitted.
7. If there are objectors to the sale, all bidders will be notified and will be given the opportunity to bid in court for the property. Failure to attend auction and increase the current purchase price by bid, will result in forfeiture of hand money deposit. At the completion of the auction, the successful bidder will be required to deposit with the Real Estate Division of the Finance Department additional earnest money in an amount equal to 10% of their bid price, less the original earnest money deposited. Said deposit shall be by cashier's check or money order. Failure to deposit the additional earnest money shall be deemed default by the purchaser and their bid will be voided.
8. A final Order of Court will confirm the sale to the successful bidder. A deed will be prepared and executed by the City Solicitor and signed by the Mayor. The buyer and Title Company will be notified by letter that the deed is ready for delivery. Buyer is required to pay the balance within thirty (30) days of the date of notification. Final settlement of the sale must be by cashier's check or money order. The purchaser must pay all related costs including title search fees, and the deed must be recorded immediately upon closing. Title will be conveyed by special warranty deed.
9. In the event the successful bidder defaults, the City shall have the option to:
  - A. Offer the property to the next highest bidder(s) at their auction price(s). Said offer shall be made to other bidders in bid order                      And/or
  - B. Request that the Law Department present an order to court clearing title into the name of the City. If such order is approved, the property will then be sold by sealed bid.

**FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE  
CANCELLATION OF THE SALE AND THE FORFEITURE OF THE HAND MONEY.  
THESE PROCEDURES MAY TAKE 12 TO 15 MONTHS.**