



## Department of Property Tax

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### ***Attention Tax Sale Prospective Bidders***

- You must register to bid at the Tax Commissioner's Office inside the Justice and Administration Center prior to the start of the tax sale. No one will be allowed to register outside at the sale.
- Bidders who attempt to register after the start of the sale will be registered for the afternoon sale, should there be one.
- **The tax sale starts promptly at 10 a.m. REGISTRATION WILL NOT BE ALLOWED ONCE THE SALE STARTS.**
- **To ensure a bid number, it is recommended you appear NO LATER THAN 9:45 a.m. the morning of the sale.**
- Registration opens two weeks prior to the tax sale.
- Registration can be expedited by completing the attached Bidder Registration Form. **It cannot be submitted online; it must be submitted in person to the Tax Commissioner's Office. Bring the completed form with a copy of your current driver's license or other photo ID.**
- **The form must be completed in its entirety.**

Pre-registered bidders are still required to appear at the Gwinnett County Tax Commissioner's Office the morning of the tax sale to receive their bid number. No one will be allowed to bid without a bid number.

"Tax Deed Recorded Name" will be printed on the deed exactly as written for any winning bids. This cannot be changed once deeds are issued and submitted for filing.



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## Tax Sale Bidder Registration Form

***Purchaser Information (Fill out information as you want it to appear on the Tax Deed.  
Please print legibly.)***

Bidder's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Tax Deed Recorded Name: \_\_\_\_\_

Purchaser's Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Email Address: \_\_\_\_\_

Assigned Bid Number: \_\_\_\_\_

***Please note: A successful bidder that fails to pay may be subject to legal action and  
prohibited from registering for future Gwinnett County tax sales.***