

OFFICE OF THE TAX COLLECTOR
Providence City Hall | 25 Dorrance Street, Room 203, Providence,
Rhode Island 02903
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www.providenceri.gov

**May 22, 2025 Tax Sale | City of Providence
Registration Form**

Register with the City from April 21, 2025 to May 9, 2025 by 4:30 pm. Allow time for mailing as we will **not** accept postmarks. You may bring your registration package to Room 203 in City Hall. **Corporations and other business entities must provide the 2024 annual report filed with the Secretary of State.**

Registration with CivicSource can begin after City clearance, but must be completed by May 21, 2025 at www.civicsource.com

Registration Sequence

Register with the City Collector first. Once approved, we will direct you to register with CivicSource, the online platform for the tax sale.

Instructions to Register with the City:

1. Complete this form, and if a question is not applicable, enter N/A. Complete the attached W-9.
2. Every bidder must include either an insurance statement or a certified check for \$1,500 payable to City Collector as a bond for payment of the tax after the sale. If a stamped, self-addressed envelope is provided, we will return your check after the sale, otherwise it will be destroyed. If payment of the tax is not received after the sale you will forfeit the bond. Payment for tax liens at auction is made to Civic Source by 5pm EDT May 22, 2025. In lieu of a bond, evidence that the company holds insurance for failure to pay the tax after winning a bid can be submitted.

The mailing address you provide is where all correspondence will be sent; for business entities it must be the same as the address of the business.

Name of Individual or Corporate Entity: _____

(Name as it should appear on the deed)

Mailing Address: _____

Phone Number(s): _____

SSN/TIN: _____

E-mail address: _____

Name as it should appear on the deed (person or entity): _____

Do you have a whole or partial interest or own property or properties within Providence? _____

Under **RIGL 44-9-13**, all property tax must be paid through tax year 2024 for you to bid. If you are found after the sale to have an unpaid tax on city property your winning bid will be invalidated and you will forfeit your bond. If you are in doubt about your tax status, contact us.

Ownership of a tax lien from this sale will not result in a tax bill sent to you in subsequent years.

Bidders are strongly urged to be familiar with **RIGL 44-9-1** et seq and the CivicSource website.

I understand that the act of bidding signifies that I am prepared to pay the tax following the sale and that I am familiar with the laws of the State of RI governing tax sales.

Signed: _____ Date: _____

Enclose this form, the W-9, certified check with SASE and 2024 Annual Report (*if applicable*).

Mail or deliver to City Collector, Rm 203, 25 Dorrance St, Providence, RI 02903

For Additional Info visit www.providenceri.gov/collector or email us at taxsale@providenceri.gov

List any properties in Providence which you own and for which you have a concern about the status prior to sale.