

BIDDING PROCEDURES CHECK LIST / REAL ESTATE



- Obtain a catalog and "Binding Purchase Contract / Sealed Bid" form from the Treasurer's office. You may make as many photocopies of the form as you feel necessary.
- Physically inspect the property. The property is sold "as is" and your inspection is important.
- Determine the amount of your bid. Only the highest bid will be accepted and you will **not** have another chance to raise your bid. You should bid the highest amount you wish to pay for the property.

- Completely fill in (*please print clearly*) all of the "Sealed Bid" including:



portions of the "Binding Purchase Contract /

- Fill in the **Item #** in the upper right portion of the "Binding Purchase Contract / Sealed Bid" (this shows in the first column of the property information pages under **ITEM**)
- Fill in the **PARCEL NUMBER** in the Subject Property section (this shows in the second column of the property information pages under **PARCEL NUMBER**)

- Fill in **Date of Bid**
- Fill in **Bid** (the Minimum Bid is \$801.00)

- Fill in **Name of Purchaser**
- Fill in **Mailing Address**
- Fill in **Telephone Number**

- Sign** in the boxed area in lower right hand corner

- Include payment in full.

- made payable to: **COUNTY TRUSTEE**
- in the amount of the **Bid** (the Minimum Bid is \$801.00)
- show the **Item #** in the remarks or memo section of your payment

- Place each "**Binding Purchase Contract / Sealed Bid**" and **payment** in a sealed envelope with "**SEALED BID**" indicated on the outside. Deliver it to the Treasurer at address shown on the cover of this catalog. If you choose to mail your bid to the Treasurer, be sure to allow sufficient time for the Treasurer to receive your bid before the last day to bid date. You may wish to mail your bid by certified mail or call the Treasurer to confirm timely receipt .

You will be notified by mail after the "last day to bid" date as to the auction results. If you are successful, you will receive a signed copy of your "Binding Purchase Contract / Sealed Bid". If you are unsuccessful, you will receive your payment marked "void" and a letter informing you of the amount of the successful bid.

ENVELOPE FORMATS




Please deliver each bid and payment in a separate sealed envelope. You should include only one bid and payment in each envelope.

While we recommend you hand deliver your bid, mailed in bids are also acceptable. No matter how the bid is delivered, it is your responsibility to insure that it is received on or before the "last day to bid" date. The date of postmark means nothing if the bid is not received in time. You might wish to consider using certified mail.

Suggested format for

SEALED BID
ITEM# _____

Suggested format for

Your Name Address City, State Zip	
County Treasurer Sealed Bid Auction Address City, State Zip	
ITEM# _____	DO NOT OPEN SEALED AUCTION BID