

HAMILTON COUNTY 2019 PROPERTY SALE BIDDING INSTRUCTIONS

The property shown on the attached list, which was acquired by Hamilton County through previous delinquent tax sales, will be offered for sale. All properties are for purchase only, no rent, no subsidy.

1. Bids for each parcel of property must be submitted on a separate bid form enclosed with this packet. The bid form also may be printed from our website at www.hamiltontn.gov/realproperty or may be picked up at the Real Property Office. Bid forms may be copied.
2. Type or clearly print the following information on the bid form:
 - *State Tax Map Number identifying the property (see attached list)
 - *Approximate address of the property (see attached list)
 - *Name of bidder
 - *Mailing address (street, city, state & zip code) of bidder
 - *Telephone number(s) of bidder
 - *Amount of bid
 - *Signature of bidder
3. Place each separate bid in an envelope and seal.
4. Write only the State Tax Map Number on the front of each sealed envelope.
5. Hand deliver or mail sealed bids to the Hamilton County Real Property Office. If you mail your sealed bids, place the sealed bid envelope(s) inside the mailing envelope.

Mailing address: Hamilton County Real Property Office
5th Floor Newell Tower
117 E. 7th Street
Chattanooga, TN 37402

6. All bids must be received by the Hamilton County Real Property Office no later than **3:00 p.m. on Friday, February 15, 2019. Bids received after this deadline will be rejected.**
7. Deposits are not required in order to submit a bid. **DO NOT SEND MONEY WITH YOUR BID.** Deposits must be paid at the Bid-Opening at the time the high bid is established. (See Payment Procedures & Forfeit Policy.)

8. Sealed bids will be opened publicly at **9:00 a.m.** in the **HAMILTON COUNTY COMMISSION ROOM – 625 Georgia Avenue (Room 402) HAMILTON COUNTY COURTHOUSE** on **Tuesday, February 19, 2019.**
9. **THE BIDDER OR A REPRESENTATIVE MUST BE PRESENT AT THE BID OPENING to pay the 10% deposit at the time the high bidder is established. (See Payment Procedures & Forfeit Policy.)**
10. **PAYMENT:** The high bidder at the Bid-Opening must pay a ten percent (10%) deposit immediately at the time the high bid is awarded. **WE WILL ACCEPT PERSONAL CHECKS, CASH, CERTIFIED CHECKS, AND MONEY ORDERS FOR THE 10% DEPOSIT. Change will not be available for those paying cash.**
11. Following the public Bid-Opening, a legal notice will be placed in the local daily newspaper on **Tuesday, February 26, 2019**, showing each parcel of property on which a bid is placed (identified by State Tax Map Number), the name of the high bidder, and the amount of the high bid.
12. During the ten (10) days following publication of the legal notice, any person may offer to increase the high bid by at least ten percent (10%). All offers to increase must be submitted in writing on the Increase Forms available from the Real Property Office and received by the Hamilton County Real Property Office no later than **3:00 p.m. on Friday, March 8, 2019. Forms received after this deadline will be rejected.**
13. The original high bidder will be notified in writing whether or not an intent to increase is received. **(If an intent to increase is NOT received, the balance is due by 12:00 noon on Monday, March 18, 2019.) The balance must be paid by cashier's check or money order ONLY! We do NOT accept personal checks or cash on final balances.** The original high bidder and those individuals who submitted a Letter of Intent to Increase the Bid must appear in the Hamilton County Commission Room – 625 Georgia Avenue, 4th Floor of the Hamilton County Courthouse at the **Bid-Off at 9:00 a.m. on Tuesday, March 19, 2019.**
14. Each parcel of property will be sold to the person making the highest and best bid. Hamilton County reserves the right to deny any and all bids. Hamilton County Government is in compliance with the guidelines and procedures of Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, color, or national origin.
15. Deposits are considered a commitment to purchase the property and are subject to forfeit. See the Payment Procedure & Forfeit Policy. Refunds on deposits will be mailed within three weeks after the Bid-Off.

16. If no bids are received on a parcel, that property must be held over to the next annual Property Sale.
17. Addresses and lot sizes are approximate. **State Tax Map Numbers** are the correct identification for the property.
18. Hamilton County reserves the right to:
 - reject any or all bids
 - waive any informality or irregularity in any bid
 - withdraw a property prior to the bid opening
 - deny participation in the Bid-Opening or Bid-Off
 - retain the deposit if purchase is not completed (See the Payment Procedure & Forfeit Policy included in this packet.)
19. The property will be conveyed by Quitclaim Deed. Deeds are recorded and mailed to the purchaser approximately 6-8 weeks after final payment is made.
20. For further information, call the Hamilton County Real Property Office at (423) 209-6444 or stop by our office located at:
117 E. 7th Street, 5th Floor – Newell Tower, Chattanooga, TN 37402