

Instructions to Bidders
For Purchase of Tax-Foreclosed Property

1. **Bid Sheet and Purchase Agreement Required**. Bids must be submitted on an official Dunn County "Bid Sheet & Purchase Agreement." All information and signatures required must be provided. The Bid Sheet & Purchase Agreement may not be altered. Attach additional sheets if necessary. Bids submitted in any other manner and bids that do not include all required information and signatures will be rejected.
2. **Multiple Bids**. Bids for more than one parcel may be enclosed in the same envelope but separate Bid Sheets and deposits are required for each parcel.
3. **Bidding By Proxy or Agent**. A bid executed by an attorney or agent on behalf of the bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the bidder.
4. **Bid Amounts**.
 - (a) **For "Sealed Bid" (Newly Listed) Properties**. Bids for "Sealed Bid" (Newly Listed) properties must meet or exceed the "appraised value" listed for each parcel. Bids that are less than the "appraised value" listed will be rejected and returned.
 - (b) **For "Ongoing Sales"**. Bids for less than the appraised value will be considered. However, it is within the discretion of the Planning, Resources and Development Committee whether to accept or reject such bids.
5. **Deposit**.
 - (a) A deposit \$50 or 10% of the bid amount, whichever is greater, must accompany every bid.
 - (b) **Cash or personal checks will NOT be accepted**. The deposit must be in the form of a certified check, cashier's check, bank draft, or money order made payable to "Dunn County."
 - (c) No interest will accrue or be paid on deposits.
 - (d) Deposits of unsuccessful bidders will be returned.
 - (e) The deposit of the successful bidder is non-refundable and will be applied toward the purchase price. If the successful bidder defaults, the security deposit will be forfeited.
 - (f) Bids received without a deposit will be rejected.
6. **Submitting Bids**.
 - (a) Bids must be sent in a sealed envelope addressed as follows:

Dunn County Corporation Counsel Office
Attn: Real Estate Bid
800 Wilson Ave., Room 206
Menomonie, WI 54751
 - (b) Bids that do not meet this requirement may be rejected.

(c) Bids will not be accepted from or on behalf of anyone who has delinquent property taxes, interest, penalty, special assessments and/or special charges on any other tax parcel in Dunn County.

7. **Late Bids**. It shall be the responsibility of bidders to make sure their bid is delivered before any bidding deadline. Bids received after a bidding deadline will be rejected and returned.

8. **No Contingencies or Broker Commissions**. No purchaser's contingencies (e.g. obtaining financing, sale of other real estate, etc.) will be accepted. No commissions or fees will be paid to any broker.

9. **Inspection & Walk-Through**. Property will be made available for bidders' inspection, testing, surveying and/or appraisal upon request.

10. Review of Bids

(a) Dunn County will keep all bids received secured while bidding and sale are pending.

(b) All bids will be reviewed and approved by the Dunn County Planning, Resources and Development Committee. The committee usually meets at 8:30 a.m. on the 2nd and 4th Tuesdays of each month.

(c) For sealed bid (Newly Listed) sales, all bids will be held until the sale period has ended. Once the sale has ended, all bids for Newly Listed properties will be considered at the same time. For Ongoing Sales, bids will be considered as they are submitted.

(d) Dunn County reserves the right to accept or reject any or all bids, and to remove any parcel(s) from sale listings without advance notice at any time.

(e) Dunn County reserves the right to waive any minor informality or irregularity in bids received.

(f) No information about other bids or bidders will be provided while a sale or bid is pending.

11. **Notification of Committee Decision**. Both successful and unsuccessful bidders will be notified in writing. Deposits of all unsuccessful bidders will be returned.

12. Successful Bidders

(a) The remaining balance (after applying deposit toward purchase prices) must be paid within thirty (30) days after a bid is accepted.

(b) The successful bidder must also pay an additional recording of fee of \$30.00, by personal check made payable to "Register of Deeds." No cash will be accepted.

13. Conveyance

(a) Only the purchaser(s) who sign the Bid Sheet & Purchase Agreement shall be named as grantee(s).

(b) Conveyance shall be by Quit Claim Deed.

14. **Terms and Conditions of Sale**. There are additional terms and conditions of sale on the "Bid Sheet and Purchase Agreement" that apply to all bids for and sales of tax foreclosed properties. Please read them carefully.