



TAX AUCTION

BIDDER INSTRUCTIONS:

Successful Bidders

- 1) When you are finished bidding or during recess go to the reception desk outside the Board Chambers to obtain your successful bid packet
- 2) Take the successful bid packet to the Tax Collector's office, Room 227
**Successful bidders please enter the doors to the LEFT of the elevator
Follow the signs**
- 3) Submit your successful bid packet and your driver's license to the clerk
- 4) If you plan to continue bidding, keep your bid paddle; your deposit will not be applied toward purchases or refunded until you are completely done bidding
- 5) If no longer bidding, return your bid paddle during the payment process
Bid paddles **WILL NOT** be reissued once they have been returned
- 6) Your registration deposit may be applied toward your purchase
- 7) Sign the registration deposit envelope to indicate your deposit was applied toward your purchase or refunded
- 8) Any certified funds over the amount of the purchase will be refunded within 10 business days.

Unsuccessful Bidders

- 1) When you are finished bidding go to the reception desk outside the Board Chambers to obtain your auction packet to return your assigned bid paddle and obtain your deposit refund. You can do this at any time during the auction.
- 2) Take the packet to the Tax Collector's office, Room 227
**Unsuccessful bidders please enter the doors to the RIGHT of the elevator
Follow the signs**
- 3) Submit your driver's license, auction packet and assigned bid paddle to the clerk
Bid paddles **WILL NOT** be reissued once they have been returned
- 4) Sign the registration deposit envelope to indicate your deposit was refunded to you.