

******Our offices have moved to:
117 East 7th Street, 5th Floor Newell Tower, Chattanooga, TN 37402**

******Please note changes to Payment Procedures!**

January 2016

Hamilton County Property For Sale

Attention: Bidders

During the next several months the Hamilton County Real Property Office will be selling property acquired by Hamilton County through previous delinquent tax sales.

The state tax map identification number and the approximate address of each parcel of this property are enclosed in this package.

Also enclosed are the Steps to Follow Before Bidding on Property, Bidding Instructions outlining the bidding procedures, and the Payment Procedures & Forfeit Policy. It is very important that you read this information carefully.

If you have questions or would like your name removed from the mailing list, please contact the Hamilton County Real Property Office at 209-6444.

Enclosures: Important Dates for 2016 Sale
 Steps to Follow Before Bidding on Property
 Bidding Instructions
 Payment Procedures & Forfeit Policy
 Property List
 Bid Form

Check internet for property listing at: www.hamiltontn.gov/realproperty and
www.chattanooga.com

HAMILTON COUNTY 2016 PROPERTY SALE

STEPS TO FOLLOW BEFORE BIDDING ON PROPERTY

1. **READ BIDDING INSTRUCTIONS and Payment Procedures & Forfeit Policy.**
2. Mark the parcels of property on the sale list that you are interested in purchasing.
3. Use the **STATE TAX MAP NUMBER** to identify the property on the state tax maps. Maps are available in the **REAL PROPERTY OFFICE** located downtown at 117 E. 7th Street, 5th Floor Newell Tower, or the **ASSESSOR OF PROPERTY OFFICE**, located at 6135 Heritage Park Drive in the Bonny Oaks Industrial & Office Park.
4. Have your list and correct State Tax Map Number available when calling any office to obtain information regarding property.
5. Check zoning, subdivision, and building permit information at the **REGIONAL PLANNING AGENCY**, Development Resource Center, 1250 Market Street, (423) 643-5900.
6. After identifying the location and size of the property and checking any other property information, **GO TO THE PROPERTY LOCATION IN PERSON AND IDENTIFY THE PROPERTY BEFORE SUBMITTING A BID.** Personal on-site inspection of the property is strongly recommended.
7. Call the **HAMILTON COUNTY REAL PROPERTY OFFICE** at (423) 209-6444 for questions.
8. Submit bids on the Bid Form provided by the Real Property Office.
9. **PAYMENTS: SEE PAYMENT PROCEDURE & FORFEIT POLICY (enclosed).**
10. **IMPORTANT NOTICE TO PURCHASERS OF COUNTY PROPERTY:**

Hamilton County sells property, which it has obtained when the owner fails to pay taxes. Hamilton County attempts to follow all necessary steps to comply with the State Law in the acquisition and disposition of this property. Hamilton County does not and cannot make any warranties, covenants or representations as to the status or quality of the title to this property. Each buyer must ascertain the legal status of the title to this property. Hamilton County makes no warranties or representations of any kind regarding the previous use of any property as to hazardous waste, or whether there may be such problems as boundary disputes, limited restrictions on use of the properties for purposes of zoning classification, subdivision restrictions, building permit restrictions, and the like. Hamilton County makes no warranties or representations concerning the condition of the property. The property will be sold "as is" with no warranties expressed or implied as to improvements, soil conditions, environmental, or wetland issues. It is the responsibility of each buyer to determine the historical use of the property.

Announcements made at the Bid-Opening and Bid-Off will take priority over written material provided by the Real Property Office for this property sale. Prior to bidding, all interested parties should carefully check all items such as: state tax map number, location, lot size, current zoning, and future use of the property. It is the responsibility of prospective purchasers to make their own decisions to verify the accuracy of any written information.

HAMILTON COUNTY 2016 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 19, 2016.**
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 (Room 402), HAMILTON COUNTY COURTHOUSE on Tuesday, February 23, 2016.**

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. **THIS YEAR WE WILL ALSO ACCEPT PERSONAL CHECKS, IN ADDITION TO 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, March 1, 2016**, 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 11, 2016**.
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 21, 2016.) 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 (Room 402) of the Hamilton County Courthouse at the **Bid-Off at 9:00 a.m. on Tuesday, March 22, 2016**.
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.

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19. 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.)
20. 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.
21. For further information, call the Hamilton County Real Property Office at (423) 209-6444.