

**HAMILTON COUNTY 2022 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 www.hamiltontn.gov 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
4005 Cromwell Road
Chattanooga, TN 37421

6. All bids must be received by the Hamilton County Real Property Office no later than **4:00 p.m. on Friday, August 12, 2022. Bids received after this deadline will be rejected. Bids must be completely filled out and sealed inside an envelope when submitting. Please print clearly and provide accurate contact information. IF WE ARE UNABLE TO CONTACT YOU WITH THE INFORMATION YOU PROVIDED, YOUR BID WILL BE REJECTED.**
7. Deposits are not required in order to submit a bid. **DO NOT SEND MONEY WITH YOUR BID.** (See Payment Procedures & Forfeit Policy.)
8. Sealed bids will be opened and recorded in our office beginning at **9:00 a.m. on Monday, August 15, 2022. THERE WILL BE NO IN-PERSON BID-OPENING!**

9. You will be officially contacted by mail of your high bid. We may also make additional attempts to contact you by phone. The deadline to pay your 10% deposit on your high bid/bids is **Monday, August 22, 2022 by 3:00 p.m.** Failure to pay deposit could result in future rejection of bids and sale participation.
10. **PAYMENT: 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 opening of bids, a legal notice will be placed in the local daily newspaper on **Sunday, August 28, 2022**, 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. The High bid list will also be available on our website, and hard copies may be picked up at our office.
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. One form for each property you are interested in should be submitted and received by the Hamilton County Real Property Office no later than **4:00 p.m. on Wednesday, September 7, 2022.** 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 Thursday, September 15, 2022.** The balance must be paid by cashier's check or money order **ONLY!** We do **NOT** accept personal checks or cash on final balances.
14. The original high bidder and those individuals who submitted a Letter of Intent to Increase the High Bid must appear in person **Wednesday, September 21, 2022** at a time to be determined by the Real Property Office. A complete schedule, with a list of times, will be available on our website, in the high bid legal notice or by contacting our office. It is your responsibility to confirm the time in which the property you are bidding on will occur.
15. Each parcel of property will be sold to the person making the highest bid. However, Hamilton County reserves the right to deny any and all bids including denying participation in the Bid Opening or Bid Off, waive any informality or irregularity in any bid and withdraw a property prior to the Bid Opening. 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.