

## **HAMILTON COUNTY 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](http://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 and date
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 8, 2025**. 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. Properties that do not receive a bid will be pulled from the current sale and will be placed in a future property sale.
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 publicly and recorded in our office beginning at **9:00 a.m. on Tuesday August 12, 2025 in the Public Works Assembly Room located at 4005 Cromwell Road, Chattanooga, TN**. A complete schedule, with a list of times, will be available on our website or by contacting our office. It is your responsibility to confirm the time in which the property you are bidding on will occur.

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: WE WILL ACCEPT PERSONAL CHECKS, BUSINESS CHECKS AND CASH 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 **Sunday, August 24, 2025** 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 Letter of Intent To Increase (LOI) 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 3, 2025.** 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 11, 2025.** 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 high bidder is also responsible for recording fees of quitclaim deed.
14. The original high bidder and those individuals who submitted a Letter of Intent to Increase form must appear in person **Tuesday, September 16, 2025,** 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 or by contacting our office. It is your responsibility to confirm the time in which the property you are bidding on will occur. Written notices will **ONLY** be sent to the original High Bidder by mail.
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 or Bid Off. 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.