

HAMILTON COUNTY PROPERTY SALE

Payment Procedure & Forfeit Policy

Deposits are considered a commitment to purchase the property and are subject to forfeit. Please review the following policies.

BID-OPENING

Prior to attending the Bid-Opening, Bidders must be prepared to pay a 10% deposit for each parcel of property on which a bid is submitted.

1. The 10% deposit must be paid immediately when the high bid is established. Bids will not be opened on the next parcel of property until the deposit is made. **You will not be allowed to leave the active sale to seek payment.**
2. The 10% deposit may be made by cash, business check or personal check. Checks should be made payable to **Hamilton County Trustee.**
3. **Change will not be available at the Bid-Opening. If paying by cash, you must have the exact amount needed to pay the deposit on each parcel of property.**

BID-OFF

Bidders at the Bid-Off must be prepared to pay at least the 10% deposit immediately after each high bid is awarded.

1. If a Letter of Intent form is received, the original high bidder will be notified by mail. The original bidder (or a representative) and the person(s) increasing the bid (or a representative) must appear at the Bid-Off TO PAY THE 10% DEPOSIT/ADDITIONAL DEPOSIT AND/OR THE BALANCE. A Bid-Off schedule will be mailed to the original high bidder only.
2. If a Letter of Intent form to is not received and the original high bidder withdraws the bid, the 10% deposit will be forfeited.

3. If the full 10% deposit is not paid at the time the high bid is established, the high bidder will be disqualified and the second high bidder will be required to pay a 10% deposit at that time. **You will not be allowed to leave the active sale to seek payment.**
4. If the original high bidder is present but outbid at the Bid-Off, the original 10% deposit will be refunded to the original high bidder by mail within three weeks following the payment deadline. The new high bidder is required to pay a 10% non-refundable deposit immediately.
5. If the original high bidder, or their representative, is not present at the Bid-Off, the deposit will be forfeited.
6. If the original high bidder is awarded the high bid at the Bid-Off, an additional deposit for the difference in the original bid and 10% of the new high bid is required to be paid **IMMEDIATELY AT THE TIME THE HIGH BID IS ESTABLISHED.**

Example: The original high bid is \$200. A \$20 deposit is paid by the high bidder.

At the Bid-Off the final bid is \$500. The original high bidder, if successful, must pay an additional \$30 to total a \$50 deposit.

FINAL PAYMENTS

The balance is due on Tuesday, September 23, 2025 no later than 12:00 noon in the Hamilton County Real Property Office.

1. The balance must be paid by certified check or money order **ONLY!** Certified checks or money orders should be made payable to **Hamilton County Trustee. Cash and personal checks will NOT be accepted for final payments!**
2. Recording Fees are paid by the purchaser and must be paid by a separate check. We accept personal checks, certified check or money order. Payable to the **Hamilton County Trustee.** Cash will not be accepted.
3. If the high bidder from the Bid-Off **does not** purchase the property, the 10% deposit is forfeited. The Real Property Office will attempt to contact the second high bidder and so on.
4. Hamilton County Government **does not** make loans or finance property.
5. The property will be conveyed by Quitclaim Deed. Deeds are recorded and mailed to the purchaser approximately 8-10 weeks after final payment is made.