

## **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. 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.**
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 increase the current high bid 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 22, 2026 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. If needed, we can reject any and all bids and sell the property to the original high bidder.
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 ten (10) weeks after final payment is made.