

## **PROCESS TO PURCHASE A COUNTY-OWNED PROPERTY – PLEASE READ BEFORE PLACING A BID**

- If you wish to place a bid on a property, you will need to go to the Ottawa County Treasurer's Office in person, as the treasurer's office will collect a deposit of \$150.00 for advertising on the day bid is placed and have you to sign a bid form. The form of funds accepted is cash or check. Bid can be any amount.
- Once bid has been placed, it will go on the agenda for the commissioners to review. Bidder will be contacted with the commissioner's approval/disapproval. If commissioners approve the bid, you will be scheduled a date/time to come into the office to complete the bid process. The property will be advertised in the 'The American' (The Afton-Fairland American) for 3 consecutive weeks. If another person wishes to bid on property, they will come in the same date/time as you, and you will bid against one another in the Treasurer's Office. If you are awarded the final bid or no one bids against you, you will pay the bid amount & fees that day. If there is any money remaining from the advertising fee deposit, the remaining amount will be applied towards the treasurer's bid & fees, which can help reduce the amount that you will pay that day in the form of cash or check. If another person bids against you and wins the final bid, you will be reimbursed the \$150.00 deposit, and all amounts will be collected from the other bidder.
- Appropriate documents will be prepared for the deed, etc., and you will receive a deed within approximately 4-6 weeks (*possibly sooner*) via postal mail or pick up at the Treasurer's Office (*your preference*).

If a property is **Undivided interest, this means the title to a piece of real estate is held by two or more persons, but that the land itself is not divided among them: the land is a single, undivided parcel.** There are three common types of undivided interest in real estate: joint tenancy, tenancy in common and tenancy by the entirety.

**\*\*\*Note – It is the bidder's responsibility to research the property(s) information for any existing liens, boundaries, ownership. ALL PROPERTIES ARE SOLD AS-IS. If the property is in the flood plain, you may be prohibited from building on the property due to city ordinances.**

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**\*\*\*NO GUARANTEE OR WARRANTY OF TITLE IS OFFERED BY OTTAWA COUNTY. We are selling, you are buying a description on the tax rolls. No Abstract or title insurance is to be provided. The properties are sold "as is, where is." \*\*\***

**\*Please see below the offices to contact according the nature of questions/concerns:**

**Ownership/liens on a property - Ottawa County Clerk's Office 918-542-3333.**

**Property/parcel information - Ottawa County Assessor's Office 918-542-9418.**

**Property taxes or mowing liens on a property - Ottawa County Treasurer's Office 918-542-8232.**