

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 are cash or check. Bid can be any amount and is generally non-refundable.
- 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 sale. 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. We will accept the highest bid. 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. If there is any money remaining from the advertising deposit, the remaining amount will be applied towards the bid amount & fees. Payment will need to be in the form of cash or check.
- After the sale, appropriate documents will be completed to finalize the sale. You will receive a deed within approximately 4-6 weeks following the sale (*possibly sooner*). The deed can be mailed via postal mail or picked 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 and BIDS ARE NON-REFUNDABLE (unless you are out-bid at the sale). If the property is within the city limits of Miami and is located in a flood plain, you may be prohibited from the following: building, placing structures on the property, turning utilities on, etc. due to city ordinances. *** We strongly recommend that you contact the City of Miami to verify the ordinances prior to placing a bid.**

*****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." *** THERE IS NO ACCESS TO THE PROPERTY UNTIL A DEED HAS BEEN DELIVERED.**

***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.

Flood information/city ordinances – City of Miami 918-542-6685