

## HOW TO BID

### Before You Bid

1. Print and read the Notice of Sale. The Notice of Sale is published either by a Class 1 notice (one publication), or a Class 3 notice (a weekly publication for three consecutive weeks) in *The Review*, the official newspaper of Sheboygan County. The Notice of Sale can also be found on the Foreclosed Property for Sale web site.
2. Print and review the Sheboygan County Bid Form (bid form).
3. Print and read the Terms and Conditions.

### Placing A Bid

1. Fill in all of the information requested on the Sheboygan County Bid Form. Information such as the "Date Advertised" will be found on the Notice of Sale.
2. Remit a certified check, money order, or cashiers check for a minimum amount of ten percent (10%) of the bid amount as earnest money made payable to Sheboygan County Treasurer.
3. Enclose one Sheboygan County Bid Form along with your certified check, money order, or cashiers check per envelope. If you bid on more than one property you will need to submit multiple envelopes.
4. Mark the outside of the envelope "REAL ESTATE BID".
5. Mark the outside of the envelope with the In Rem number and parcel number .
6. Seal the envelope and be sure it is received by the Sheboygan County Treasurer at the following address by the date and time indicated in the Notice of Sale.  
Sheboygan County Treasurer  
508 New York Avenue – Room 109  
Sheboygan, WI 53081-4126
7. If you have any questions while completing the Sheboygan County Bid Form, call the Sheboygan County Treasurer's office at 920-459-3015. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. central time.
8. The public is welcome to attend the bid opening that is conducted by the Sheboygan County Finance Committee. The date, time, and place of the public bid opening is indicated in the Notice of Sale.

**SHEBOYGAN COUNTY BID FORM  
FOR TAX FORECLOSED REAL ESTATE**

BUYER, \_\_\_\_\_  
 ADDRESS, \_\_\_\_\_  
 CITY, STATE, ZIP, \_\_\_\_\_  
 TELEPHONE NUMBER, \_\_\_\_\_

offers Sheboygan County the sum of \$ \_\_\_\_\_,  
 (write dollar amount in numerical form, i.e., 129.00)  
 \_\_\_\_\_ Dollars.

(write out dollar amount, i.e., One hundred twenty nine and 00/100)

Date Advertised: \_\_\_\_\_  
 In Rem No.: \_\_\_\_\_  
 Parcel No.: \_\_\_\_\_  
 Public Bid Opening Date: \_\_\_\_\_

BUYER hereby submits the sum of \$ \_\_\_\_\_,  
 (write dollar amount in numerical form, i.e., 12.90)  
 \_\_\_\_\_ Dollars.

(write out dollar amount, i.e., Twelve and 90/100)

This amount represents as least ten percent (10%) of the bid amount as earnest money for the above real estate. BUYER understands that interest shall not be paid on BUYER'S earnest money.

In the event BUYER is the successful bidder, BUYER understands that the earnest money shall be non-refundable. If BUYER is not the successful bidder, the earnest money shall be returned to the BUYER within forty five (45) days of the public bid opening.

BUYER further understands that the terms and conditions of the NOTICE OF SALE become part of this bid.

\_\_\_\_\_  
 Buyer's Signature

\_\_\_\_\_  
 Buyer's Signature

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Date Signed

FOR SHEBOYGAN COUNTY TREASURER USE ONLY	
_____ Bid Accepted	_____ Date
_____ Bid Rejected	_____ Date

## TERMS AND CONDITIONS

1. The Notice of Sale is published and the sale shall be conducted in accordance with section 75.69 of the Wisconsin State Statutes, and Chapter 91 of the Sheboygan County Code of Ordinances.
2. All bids shall be for the property "As Is, Where Is, And Without Conditions".
3. All payments must be made by certified check, money order, or cashiers check. No personal or business checks will be accepted.
4. The bid payment must equal at minimum ten percent (10%) of the bid amount as earnest money.
5. The successful bidder's earnest money shall be non-refundable.
6. The unsuccessful bidder's earnest money will be returned within 45 days of the public opening.
7. All bidders must use the Sheboygan County Bid Form (bid form).
8. All bidders must have their properly marked and sealed bid envelope received by the Sheboygan County Treasurer by the date and time indicated in the Notice of Sale published in *The Review*.
9. Bidder shall submit one Sheboygan County bid form per envelope.
10. The successful bidder must remit final payment within 30 days of acceptance by Sheboygan County. A Quit Claim Deed will be issued at the time of final payment.
11. The successful bidder will be subject to future real estate taxes, special assessments, or charges, which may be due to the local municipality.
12. Sheboygan County shall reject every bid less than the minimum bid (appraised value).
13. Sheboygan County reserves the right to waive any irregularities and informalities in bids submitted to it.
14. Sheboygan County may accept the bid most advantageous to it.
15. Sheboygan County reserves the right to reject any and all bids in its discretion in determining the bid most advantageous to it. Sheboygan County in the exercise of its discretion may, but is not obligated to, consider the following factors among others as it shall determine without priority.
  - Current use of the property
  - Proposed use of the property
  - Impact of sale on existing use of the property
  - Benefit of the sale to the public welfare and interest
  - Whether the property remains subject to real estate taxes
  - Economic impact of the area, including job or business expansion
  - Monetary amount of bid