

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 Tax 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.