

HOW TO BID

Before You Bid

1. Review the Notice of Appraisal and Sale of County Owned Tax Delinquent Real Estate. This notice is published as a Class 3 notice (a weekly publication for three consecutive weeks), or a Class 1 notice (one week), in *The Daily Citizen*, the official newspaper of Dodge County, and on the Dodge County website at <http://www.co.dodge.wi.gov>.
2. Read the Terms and Conditions.
3. Review the Dodge County Bid Form.

Placing A Bid

1. Fill in all of the information requested on the Dodge County Bid Form.
2. Remit a certified cashier's check, money order (made payable to "Dodge County Treasurer"), or cash for at a minimum amount of ten percent (10%) of the bid amount as earnest money. No personal checks will be accepted.
3. Enclose one completed Dodge County Bid Form along with your certified check or cash, and supporting documents (if necessary), per envelope. If you bid on more than one property you will need to submit multiple envelopes. If you wish to bid multiple amount on the same property, you will need to submit multiple envelopes.
4. Mark the outside of the envelope "Sealed In Rem Bid". Specify the parcel number on the envelope.
5. Seal the envelope and be sure it is received by the Dodge County Treasurer at the following address by date and time indicated in the Notice of Appraisal and Sale of County Owned Tax Delinquent Real Estate:

Dodge County Treasurer
127 E. Oak Street
Juneau, WI 53039

Postmarks are not acceptable. Bids must be in the Treasurer's Office.

6. If you have any questions while completing the Dodge County Bid Form, call the Dodge County Treasurer's office at (920) 386-3782. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. CST.
7. The public is welcome to attend the bid opening that is conducted by Dodge County. The date, time, and place of the public bid opening are indicated in the Notice of Appraisal and sale of County Owned Tax Delinquent Real Estate.

TERMS AND CONDITIONS

1. The Notice of Appraisal and Sale of County Owned Tax Delinquent Real Estate is published and the sale shall be conducted in accordance with section 75.69 of the Wisconsin State Statutes.
2. All bids shall be for the real estate and improvements AS-IS and Dodge County has not made any warranty or representation regarding the condition of the real estate and improvements. Dodge County makes no representation whatsoever regarding the condition of the buildings, if any, the environmental condition, condition of the property, whether it is buildable, occupied, or is in violation of zoning codes.
3. Photos of real estate and improvements are on the Dodge County Treasurer's website. It is Dodge County's policy to have no personal showings.
4. Bidder shall submit one bid form per envelope.
5. All bidders must use the Dodge County Bid Form. The Bid Form must be fully and completely filled out.
6. The Bid Form must be completed in typewriting or clear handwriting, do not use cursive. The bid may be rejected if the information contained on the Bid Form is not legible.
7. The bid may be rejected if all information requested on the Dodge County Bid Form, and supporting documents, if necessary, are not provided.
8. If the bidder is bidding on behalf of a non-profit organization, corporation, limited liability company, partnership, or limited liability partnership, the following documentation **must** be provided with the Bid Form:
 - a. If a non-profit organization or corporation:
 - i. The name and address of each officer, director and agent and their position;
 - ii. A copy of the Articles of Incorporation and bylaws, if any.
 - b. If a limited liability company:
 - i. The name and address of each member/manager and agent and their position and ownership interest;
 - ii. A copy of the Articles of Organization and operation agreement, if any.
 - c. If a partnership or limited liability partnership:
 - i. The name and address of each member and their partnership interest;
 - ii. A copy of the partnership agreement, if any.
9. All payments must be made by cash or certified cashier's check, or money order, payable to "Dodge County Treasurer". No personal checks will be accepted.
10. The bid payment must equal at minimum ten percent (10%) of the bid amount as earnest money.

11. All bidders must have their properly marked and sealed bid envelope received by the Dodge County Treasurer by the date and time indicated in the Notice of Appraisal and Sale of County Owned Tax Delinquent Real Estate published in *The Daily Citizen*. Late bids will be rejected.
12. The successful bidder's earnest money shall be non-refundable and applied to the purchase price.
13. The unsuccessful bidder's earnest money will be returned within 15 days of the public bid opening.
14. The successful bidder will be notified that its/his/her bid was accepted and will be provided with a Quit Claim Information Form to complete.
15. The successful bidder must remit final payment and the Quit Claim Information Form to the Dodge County Treasurer within two (2) weeks (10 business days) of notification date by Dodge County or forfeit their deposit.
16. The successful bidder will be subject to current year real estate taxes, special assessments, and/or special charges.
17. Within ninety (90) days of timely payment to Dodge County of the balance due, plus a \$30.00 recording fee payable to "Dodge County Register of Deeds", the Dodge County Clerk will execute and record a Quit Claim Deed and mail the same, along with a receipt for the payments made, to the successful bidder.
18. Dodge County reserves the right to waive any irregularities and informalities in bids, documents, and instruments submitted to it.
19. Dodge County may accept the bid most advantageous to Dodge County. In considering which bid is most advantageous to it, Dodge County may consider, among other factors, the following:
 - a. The amount of the bid;
 - b. The prospective use of the property;
 - c. Whether the future land use will be subject to real estate taxes;
 - d. Whether the bidder, the organization, corporation, or partnership the bidder represents, or any members, officers, directors, or partners thereof, has a history of delinquent on real estate taxes in Dodge County.
20. When a parcel of real estate has no access to a public street or highway, it is likely that Dodge County will accept a bid from an individual or entity that is an adjoining property owner, rather than from an individual or entity that is not an adjoining property owner, even though the bid from the individual or entity that is an adjoining property owner is lesser in amount than the bid received from an individual or entity that is not an adjoining property owner.
21. Dodge County reserves the right to reject any and all bids in its sole discretion if it is determined advantageous to Dodge County to do so.

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

BUYER: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE NUMBER: _____

offers Dodge County the sum of \$ _____,
(i.e., \$129.00) (write out dollar amount, i.e., One hundred twenty nine and 00/100)

for the property described as Parcel No. (PIN): _____ and
address of: _____
(number, street or road name/municipality)

If the winning bidder, BUYER hereby requests that the property be titled in the following name and proposes to use the property as follows:

NAME: _____
PROPOSED USE: _____

BUYER hereby submits for deposit the sum of \$ _____,
(i.e., \$12.90) (write out dollar amount, i.e., Twelve and 90/100)

This deposit must be in the form of cash or a certified cashier’s check, or money order payable to “Dodge County Treasurer”. This amount represents at 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 fifteen (15) days of the public bid opening.

BUYER further understands that the terms and conditions of the Notice of Appraisal and Sale of County Owned Tax Delinquent Real Estate become part of this bid.

Buyer’s Signature Date

Buyer’s Signature Date

Printed Name

Printed Name

Title (Registered Agent, Sole Member, Partner, etc.)

Title (Registered Agent, Sole Member, Partner, etc.)

Buyer’s Phone Number

Buyer’s Email Address

FOR DODGE COUNTY TREASURER USE ONLY

Cash or Certified cashier’s check or money order for at least 10% of the bid amount
 Supporting documentation required under #7 of TERMS AND CONDITIONS
(if LLC/Partnership/Corporation/Non-Profit Organization)