

## GUIDELINES FOR PURCHASING COUNTY OWNED PROPERTIES

1. An interested bidder must initiate a bid by completing a bid form by clicking this link, County Property Bid Form. You will need to print the form and present it to the Oklahoma County Treasurer's Office.
2. Upon receipt of the bid, the County Treasurer's office researches the properties taking into consideration any delinquent taxes that were due at the time the County acquired the property. Upon completion of research, tentative approval or disapproval will be given.
3. If approval is given, the County Treasurer's office will prepare the official bid request. Bidder has the option of paying full amount of bid in cash or paying 10% in cash with remaining balance to be paid by personal check (proof the check has cleared must be presented before deed will be issued). We also accept cashiers check or money orders.
4. We will collect an additional \$250.00 in cash for estimated publication cost, treasurer's cost and recording fees. All money must be collected the same day and put on trust deposit.
5. The properties for sale will be updated to reflect the scheduled sale date on our link, County Properties for Sale. If the list shows a scheduled sale date, a bid has already been placed on a property. Other prospective bidders interested in purchasing the property must attend the sale.
6. Bid will be published for three consecutive weeks prior to the sale date which will be scheduled approximately (30) days from the receipt of the bid.
7. The cost for publication will be paid from an invoice from the publisher. The cost may be less than the amount collected and any balance will be refunded.
8. The property shall be sold to the highest competitive bidder or to the initial bidder if there be no higher price offered. Payment must be made immediately by cash, cashiers check or money order. (Reference #3 above.) If the initial bidder is not the highest bidder at the conclusion of the sale, the monies placed on deposit will be refunded within thirty (30) days. The sale shall be subject to the approval of the Board of County Commissioner's in its discretion.
9. This is a BUYER BEWARE sale. A tax deed is not a warranty deed and the County does not warrant title to any property sold. The buyer assumes all responsibility and liability upon the purchase of these properties. While it is the decision of each buyer, each purchaser should give consideration to the filing of a quiet title action in District Court in order to insure a more marketable title.

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10. The treasurer's office will prepare a transcript of the sale and a deed in fee simple title to present to the Board of County Commissioner's. Upon approval of the sale, the Chairman of the Board of County Commissioner's will sign the deed and the documents will be filed of record in the county clerk's office. The filed deed will be ready for the purchaser to pick up.
11. If you have any questions concerning this process, please call the delinquent tax department at (405) 713-1300.