

## **ADMINISTRATIVE PROCEDURES FOR PUBLIC AUCTION**

1. All potential bidders will be **required** to register the day of the sale, between **9:30 a.m. and 10:00 a.m ONLY**. Registration tables will be set up outside City Council Chambers, 2<sup>nd</sup> Floor, City Hall.
2. Doors will be closed no later than 5 minutes after commencement of the auction. No person will be admitted without a registration card, if they intend to bid.
3. All registrants must complete a registration form and present I.D. with name and address, (such as drivers license, no P.O. Boxes)
4. All registrants will receive a card with a number affixed. This card will not be used to identify bidders during the auction. **NO ONE WITHOUT A CARD WILL BE ALLOWED TO PARTICIPATE IN THE BIDDING.**
5. Once the bidding is closed on each property, the successful bidder will proceed to the tables (outside City Council Chambers), turn in the registration card, execute the Agreement of Sale and pay 10% Deposit of the Final Bid in Cash, Cashier's Check or Certified Check. (No Personal or Business Checks can be accepted).

**PLEASE NOTE: A SUCCESSFUL BIDDER MUST HAVE THE 10% DEPOSIT WITHOUT LEAVING THE AUCTION AREA OR THE PROPERTY WILL BE RE-SOLD AT THE END OF THE AUCTION.**

WE **CANNOT** MAKE CHANGE.

**PLEASE READ THE ATTACHED NOTICE CAREFULLY FOR DETAILED INFORMATION OF THE SALE (DATE, TIME, PLACE, SPECIFIC CONDITIONS FOR EACH PROPERTY OR PARCEL, AND GENERAL CONDITIONS AT END OF NOTICE, ALONG WITH HOW TO RECEIVE THIS NOTICE BY MAIL.**