

**Instructions to Bidders
For Purchase of Tax-Foreclosed Property**

1. Bid Sheet and Purchase Agreement Required. Bids must be submitted on an official Waupaca County "Bid Sheet & Purchase Agreement." All information and signatures required must be provided. The Bid Sheet & Purchase Agreement may not be altered. Attach additional sheets if necessary. Bids submitted in any other manner and bids that do not include all required information and signatures will be rejected.

2. Multiple Bids. Bids for more than one parcel may be enclosed in the same envelope but separate Bid Sheets and deposits are required for each parcel.

3. Bidding By Proxy or Agent. A bid executed by an attorney or agent on behalf of the bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the bidder.

4. Bid Amounts.

(a) For "Sealed Bid" (Newly Listed) Properties. Bids for "Sealed Bid" (Newly Listed) properties must meet or exceed the "appraised value" listed for each parcel. Bids that are less than the "appraised value" listed will be rejected and returned.

(b) For "Ongoing Sales". Bids for less than the appraised value will be considered. However, it is within the discretion of the In Rem Property Committee whether to accept or reject such bids.

5. Deposit.

(a) Purchaser must include a deposit equal to the proposed purchase price with seal bids for newly listed properties. Bids for subsequent listings shall be accompanied by a deposit equal to ten percent (10%) of the bid amount..

(b) Cash or personal checks will NOT be accepted. The deposit must be in the form of a certified check, cashier's check, bank draft, or money order made payable to "Waupaca County."

(c) No interest will accrue or be paid on deposits.

(d) Deposits of unsuccessful bidders will be returned in their entirety.

(e) The deposit of the successful bidder is non-refundable and will be applied toward the purchase price. If the successful bidder defaults, 10% of the purchase price shall be forfeited to Waupaca County.

(f) Bids received without a deposit will be rejected.

6. Submitting Bids.

(a) Bids must be sent in a sealed envelope addressed as follows:

Waupaca County Treasurer Office

Attn: Real Estate Bid

811 Harding Street

Waupaca, WI 54981

(b) Bids that do not meet this requirement may be rejected.