

[Sample]

**FOR SALE
PROPERTY ACQUIRED BY _____ COUNTY
THROUGH PAST DELINQUENT TAX SALES**

The below listed properties acquired by _____ County through delinquent tax sales will be offered for sale by sealed bids.

LAST OWNERS	DIST.	MAP	PARCEL	MINIMUM BID
Doe, John				

BIDDING PROCEDURES

1. Each parcel must be bid on separately. The amount of the bid, STATE TAX MAP NUMBER identifying the parcel name, address and telephone number of the bidder must be included in a sealed envelope for each parcel on which a bid is submitted. The information should be typed or clearly printed.
2. PLEASE USE TWO (2) ENVELOPES:
 - A. The FIRST envelope (outside envelope) should be addressed to the address listed below.
 - B. The SECOND envelope containing the bid must be marked with the STATE TAX MAP NUMBER on the outside. This envelope should be placed inside the first envelope and delivered or mailed to:

Office of County Mayor
of _____ County
_____, Tennessee 3000
3. All bids must be received by the County Mayor no later than ____ (a.m. or p.m.) EST, on _____, 20__.
4. Sealed bids will be opened publicly at the office of the County Mayor at ____ (a.m. or p.m.) EST, on _____, 20__.
5. The bidder or a representative must be present at the bid opening.
6. TERMS

7. Following the above public bid opening notice will be placed in a local newspaper showing each parcel bid on (identified by State Tax Map Number) , the name of the highest bidder, and the amount of the bid.
8. During the ten (10) days following publication of the above notice in the newspaper, any party may bid by increasing the first offer by ten percent (10%) or more. This offer must be proposed in writing to the County Mayor of _____ County.
9. The County Mayor will notify the party making the first offer and fix a day where all qualified parties shall appear to make offers.
10. Each parcel will be sold to the person making the highest and best offer, subject to the minimum bid requirements.
11. _____ County reserves the right to reject any and all bids.
12. Bids less than the minimum bids will be accepted, but approval of such bids is subject to the discretion of the County Mayor and the approval of the _____ County Legislative Body.

FOR FURTHER INFORMATION, CONTACT _____, COUNTY
MAYOR AT () _____.