

ABSENTEE BIDDING



PROCEDURES CHECK LIST / MOBILE HOMES

Although the bidding at county surplus property auction sales is usually very competitive, you may find it more convenient to submit pre-sale bids for any of the properties being offered using the "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME" which follows this page. You may attend the auction sale even if you submit a pre-sale bid. We will start the bidding at the highest written pre-sale bid. If you wish to submit multiple pre-sale bids, simply photocopy the "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME" following this page and then proceed as outlined below. Please note that pre-sale bids remain irrevocable until rejected by the Seller in writing.

If you wish to submit a pre-sale bid, please proceed as follows:

- Physically inspect the mobile home. The mobile home is sold "as is" and your inspection is important.
- Determine the amount of your bid. Only the highest bid will be accepted. You should bid the highest amount you wish to pay for the mobile home.
- Completely fill in (*please print clearly*) all of the **BOXED** portions of the "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME", as follows:
 - Fill in the **Item #** in the upper right portion of the "ABSENTEE BID – PURCHASE CONTRACT/MOBILE HOME", (the **Item #** shows in the first column of the property information pages of the catalog under the designation **ITEM**)
 - Fill in the **SUBJECT MOBILE HOME** section by inserting the **PRESENT TAX ID #** and **VIN #** (Vehicle Identification Number)
 - Fill in **Date of Bid**
 - Fill in the amount of the **Bid** (must equal or exceed minimum bid stated in catalog)
 - Fill in **Name of Purchaser**
 - Fill in **Mailing Address**
 - Fill in **Telephone Number**
 - Sign** in the boxed area in lower right hand corner
- Fully review the complete text of the "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME" after you have supplied the above information, so that you are familiar with all of the terms and conditions.
- Prepare your full payment of the **Bid** using **CASHIER'S CHECK, CERTIFIED CHECK OR MONEY ORDER ONLY!**
 - Made payable to: **COUNTY TRUSTEE**
 - In the amount of the **Bid** (must equal or exceed minimum bid stated in catalog)
 - Insert the **Item #** in the remarks or memo section of your payment
- Place each "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME" with **FULL PAYMENT** of the Bid in a separate sealed envelope and mail or deliver to:

COUNTY TRUSTEE
141 St. Andrews Avenue
P.O. Box 96
Edwardsville, IL 62025
- We **MUST** receive your "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME" and **FULL PAYMENT** of the Bid at least five (5) working days prior to the sale.

You will be notified of the auction results by mail after the auction is conducted.

If you are unsuccessful, your payment will be returned, along with a letter informing you of the amount of the high bid.

If you are the highest bidder, you will receive a photocopy of your "ABSENTEE BID – PURCHASE CONTRACT/ MOBILE HOME" signed on behalf of the Seller, along with a statement for the required **AUCTIONEER'S AND SECRETARY OF STATE'S FEES** (these fees are additional to the amount of the bid, and are due and payable in full upon your receipt of the statement) and an "Application for Vehicle Registration" for your completion, signature and return. **ANY FAILURE TO REMIT THESE FEES OR TO RETURN THE COMPLETED AND SIGNED APPLICATION MAY BE TREATED AS A FAILURE TO COMPLETE THE PURCHASE TRANSACTION!**