

# **Steps for Bidding on County Owned Property**

## **Step 1: Submit a written bid & include a bid deposit in the amount of 5% of the bid.**

- Bids should be delivered or sent to:  
Clerk to the Board of Commissioners  
153 Courthouse Rd  
Currituck, NC 27929
- Bids must include at least one of the following for the lot on which the bid is placed:  
Physical Address  
Lot #, Block #, & Section #  
Parcel ID
- Bids must include a bid deposit of 5% of the bid amount in cash or certified check.

## **Step 2: Bid Acceptance by Board of Commissioners & Declaration of Surplus Property.**

- When the Board receives a satisfactory bid it must pass a resolution declaring the property as surplus property.
- The Board will also pass a resolution authoring an Upset Bid Process to sell the property
- The Board reserves the right to reject all bids or to withdraw the property from sale at any time.

## **Step 3: Upset Bid Process.**

- The Clerk to the Board publishes a Public Notice of Sale of County Property
- Interested parties are given a period of ten days (upset period) to submit an upset or higher bid.
- If an upset bid is received, a new Public Notice of receipt of a higher bid is published and of another ten day period for submission of upset bids.
- This process is repeated until no upset bids are received.
- The Board must approve the final highest offer before the sale is closed.

## **Step 4: Transfer of Property.**

- The County will prepare a deed to convey the property to the successful bidder.
- The successful bidder must pay the balance of their bid amount before transmittal of a deed for the property.

**ALL LOTS ARE SOLD ON A "WHERE IS" AND "AS IS" BASIS. CURRITUCK COUNTY MAKES NO REPRESENTATION OF WARRANTY, EXPRESS OR IMPLIED. IT IS THE BIDDER'S RESPONSIBILITY TO INVESTIGATE THE PROPERTY PRIOR TO BIDDING. CURRITUCK COUNTY WILL NOT OVERTURN A SALE OR REFUND THE PURCHASE PRICE OR DEPOSIT BECAUSE A BIDDER DID NOT KNOW WHAT THEY WERE BIDDING ON NOR BECAUSE THE PROPERTY IS NOT SUITED TO THE BIDDER'S SPECIFIC NEEDS FOR SUCH PROPERTY**