

**GILA COUNTY SEALED BID PROCEDURES  
TO PURCHASE LANDS HELD BY THE STATE UNDER TAX DEED**

**Prospective purchasers are advised of the following:**

1. Bid Amount: Bids must be no less than the total lien amount. The lien amount consists of back taxes due, interest, penalties, publication fees, recording fees, and administrative fees. EXCEPTION: The Board of Supervisors may consider a bid lower than the total lien amount if the bidder provides proof that he/she owns property adjoining the parcel of land for which a bid is being submitted. Proof of adjoining property ownership must be presented at the time the bid sheet is submitted.
2. All sales are final.
3. The title conveyed by Treasurer's deed may or may not be marketable.
4. Examine property before bidding.
5. Check the Assessor's map for the location of the parcel.
6. Seek advice on marketability of title conveyed by a Treasurer's deed.
7. No warranties or guarantees as to the size or condition of the property are given.
8. Cash, cashier's check or money order must be submitted within 48 hours of purchase payable to the Gila County Treasurer. Submit payment to Marian Sheppard, Clerk of the Board of Supervisors, 1400 E. Ash Street, Globe, Arizona 85501. The total amount should include the purchase price plus an additional \$10 to record the quit claim deed.
9. No refunds will be made.
10. The Board of Supervisors reserves the right to accept or reject any or all bids.
11. The Board of Supervisors also expressly reserves the right to consider additional cash bids from individuals in attendance at the hearing upon which the specific bid is to be reviewed.

**Procedures:**

1. To place a bid, please contact Marian Sheppard (at the address above) or call at 928-425-3231 ext. 8757
2. All bids submitted for state-owned land, other than the yearly Board of Supervisors' tax sale, are processed through sealed bids.
3. The sealed bid process consists of filling out a form along with a bid slip which contains the name of the person placing the bid, parcel number and bid amount. The bid slip should be placed in a separate envelope and sealed.
4. The sealed bid envelope along with the completed bid form should be returned to the attention of Marian Sheppard.
5. Upon receipt, the bid form will be forwarded to the Treasurer and Assessor for review/status.
6. Upon return to the office of the Clerk of the Board of Supervisors, the information will be reviewed.
7. The approved packet of information will then be placed on the Board of Supervisors' meeting agenda within 30 days.
8. The bidder will be informed on the day of the meeting of the Board of Supervisors' decision to accept or deny the bid.

**TO SUBMIT A BID – FILL OUT ATTACHED FORM**

## BID TO PURCHASE LANDS HELD BY THE STATE UNDER TAX DEED

GENERAL INFORMATION		
DATE OF PROPOSAL		
BIDDER NAME		
BIDDER MAILING ADDRESS		
PHONE NUMBER		
TAX PARCEL NUMBER		
GENERAL LOCATION		
NAME(S) TO BE PLACED ON DEED & MARITAL STATUS (Disclaimer <b>must</b> be filled out by husband & wife if person is married and wants in one name only.)		
SEALED ENVELOPE CONTAINING BID OFFER	Initials of person presenting envelope to Deputy Clerk:	Initials of Deputy Clerk receiving bid offer envelope:
<b>IF PLACING A BID THAT IS LESS THAN THE TOTAL LIEN AMOUNT:            DOCUMENTATION MUST BE ATTACHED TO THIS FORM SHOWING OWNERSHIP            OF ADJOINING PROPERTY.</b>		
TREASURER'S REPORT		
FORM RECEIVED AT TREASURER'S OFFICE - DATE:		Initials:
TAXES DUE		
INTEREST/PENALTIES		
PUBLICATION FEES		
RECORDING FEES		
TOTAL DUE		
ASSESSOR'S REPORT		
FORM RECEIVED AT ASSESSOR'S OFFICE - DATE:		Initials:
<b><i>PLEASE ATTACH PROPERTY STATUS INQUIRY REPORT</i></b>		
REVIEWED BY:		
BOARD OF SUPERVISORS ACTION		
APPROVED	REJECTED	OTHER
DATE OF SALE	AMOUNT DUE (Cash, Cashier's Check or Money Order only)	
<b>WITHIN 48 HOURS OF SALE, PAYMENT MUST BE SUBMITTED TO THE CHIEF DEPUTY CLERK            OF THE BOARD – PAYABLE TO THE GILA COUNTY TREASURER</b>		
DATE PAYMENT RECEIVED	AMOUNT	

I HAVE READ AND UNDERSTAND THIS PROCESS. Date: _____ Signature: _____	
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BID OFFER: \$ \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

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BID OFFER: \$ \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

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BID OFFER: \$ \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

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BID OFFER: \$ \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

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BID OFFER: \$ \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

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