

INSTRUCTIONS FOR SUBMITTING BID

Mason County Surplus Property Sale

Prices. The prices shown are asking prices, not minimum bids, although some properties have taxes, foreclosure expenses and Health Department liens that must be covered by the price paid.

Form Completion. Fill out the Bid Form and Purchase and Sale Agreement completely to avoid a bid rejection.

Due Diligence. Due diligence, which is thoroughly researching the condition and suitability of the properties, is entirely the bidders' responsibility. Various departments of the County and the City of Shelton governments can provide certain information upon a bidder's inquiry. Examples include land use and building regulations, drinking water, sewer and septic systems, roads, streets, assessments and taxes. Utility companies, contractors and real estate brokers may also provide useful information.

The following is provided as guidance for performing research, but is not intended to include all issues that should be investigated for any given property. If a bidder has any misgivings about the performance of due diligence in researching property, the aid of a qualified real estate professional such as an attorney or a buyers' real estate broker is recommended.

- **Physical Inspection of Property.** Do a site visit and learn the physical characteristics of the property. Is there access? Are the boundaries clear? Are there encroachments on the property by neighbors? Are there objectionable conditions?
- **Zoning and Land Use.** Check with the local jurisdiction to determine land use and building feasibility. Is the property large enough? Are there sufficient utility services available or supportable on the property? What about zoning and permitted land uses on the property and in the neighborhood? Are there any road projects that could affect the property?
- **Legal Description, Easements or Restrictive Covenants, Title Insurance.** Consult a title company regarding the legal description and condition of title. Will title insurance be available? Title insurance will not be available immediately for tax title property. This will affect financing. Is a title search advisable? Are there easements or covenants that limit use of the property?
- **Assessments.** Check with the local jurisdiction or community organization. Are there any assessments for local improvements such as sewers? Is there a community association and does it assess dues?

Mail or Deliver Bids. Bids must be submitted to:

Rick Brush
Mason County Public Works
100 W. Public Works Drive
Shelton WA 98584

Questions? Call Rick Brush, 360-427-9670, ext 618 or Cathe Bennett, 360-427-9670, ext 456.