

## **AUCTION PROCEDURES**

### **I**

#### **TIME AND DATE AND LOCATION**

TIME: 10:00 a.m.    DATE: Monday, July 6, 2009

LOCATION: 105 S. 5<sup>th</sup> Street, Ironton, Ohio 45638

### **II**

#### **SIGN-IN AND RECEIPT OF AUCTION MATERIALS**

A. A sign-in sheet with a heading, "List of Auction Participants and Acknowledgment of Receipt of Auction Materials" should be set out, along with the auction materials described below, at the entrance point of the auction location prior to the start of the auction.

- B. The auction materials consist of the following:
1. a copy of the Conditions of Sale for each of the properties being auctioned;
  2. a copy of the form of Real Estate Purchase Contract to be signed by the highest bidder at the conclusion of the auction for each of the properties being auctioned;
  3. any other documentation that has been made available for inspection with respect to each of the properties.

C. Make one or two announcements prior to the established starting time of the auction, asking all potential bidders to sign-in and pick up the auction materials.

### **III**

#### **BIDDING PROCEDURES**

A. Open Auction: The Superintendent, Treasurer, or Board President, or their designee, declares the auction open (stating the start time for the record).

B. Review the auction materials for each property to be auctioned by briefly identifying the content of the materials and describing the Conditions of Sale, which substantively will be very similar for each property. Announce, again, for anyone interested in bidding to sign in and pick up the auction materials.

C. Indicate that the highest bid for each property at this auction and the Real Estate Purchase Contract to be signed by the highest bidder are subject to subsequent approval by the Board and that the Board has the right to reject all bids.

- D. Explain the bidding procedure to be followed, as described below.

- E. Follow the following procedures for each property being auctioned:
- Start the bidding at the minimum bid established by the Board and increase bidding at desired increments.
  - Before the bidding is closed, you may wish to lower the initial bid or decrease the bid increments.
  - Close the bidding with “going once, going twice, sold.”
  - If no bids are received, pause for a few minutes and request an initial bid a second time for the starting bid amount (or lower, if the Board has agreed to a lower opening bid if no bids are initially received). If no bids are received, close the bidding with: “We would like an opening bid of \_\_\_\_\_ dollars, going once, going twice, the bidding is now closed. Let the record reflect that no bids were received.” Strive for at least 10 minutes between opening and closing the bidding, even if no one attends the auction.
  - Announce closing of the auction as it relates to that particular property, and state either the highest bid and bidder or that no bids were received.
  - Repeat the procedures above for each additional property being auctioned.
- F. Announce closing of the auction, stating the ending time and stating either the highest bid and bidder or that no bids were received.

#### **IV CLOSING AUCTION**

- A. Have the highest bidder for each property execute the Real Estate Purchase Contract form for that particular property. (This could be done while other properties are being auctioned, but it probably best to wait until all of the properties are auctioned so as to allow high bidders on the first properties auctioned to continue bidding, if desired, on other properties.)
- B. For each property, have the Treasurer accept the highest bidder’s deposit of the required earnest money deposit amount.

#### **V APPROVAL OR REJECTION BY BOARD**

- A. For each property auctioned, the Board should resolve to either accept or reject the highest bidder’s offer, and if accepted, to approve the Real Estate Purchase Contract for that property. Written notice should then be given to the high bidder for each property, notifying that party of the outcome.