

## Guidelines for Purchasing County Properties

### **How Property is Acquired by Tulsa County:**

The treasurer's office holds a June Resale Auction each year beginning the second Monday in June. Any properties that do not sell become property of Tulsa County and are available for purchase by bid at public auction pursuant to Oklahoma Statute, Title 68, Section 3135. This is called the Commissioner's Sale process.

### **Responsibility of Each Prospective Bidder:**

It is the prospective bidder's responsibility to view the property and research all pertinent land records. Some properties may have valid Federal, State or City liens against the property.

### **List of Properties:**

Only one bid is accepted per property and is subject to approval by the Board of County Commissioners.

To view the list of county properties, click on this link, **County Properties for Sale**. The list shows the parcel number, legal description, approximate street address (if available), date property was acquired by Tulsa County, scheduled sale date (if applicable), and original bid amount received (if applicable).

1. If the list shows a scheduled sale date, a bid has already been placed on a property. Other prospective bidders interested in purchasing the property must attend the sale.
2. If the list does not show a scheduled sale date, a bid can be placed on the property.

Disclaimer: This list is only intended for use as a guide for prospective bidders. The treasurer's office makes every effort to provide correct information for each property. Neither Tulsa County nor the Tulsa County Treasurer makes any guaranty or warranty, express or implied, regarding the accuracy of legal descriptions or property addresses.

### **Registration Requirements:**

If the deed name is an individual, photo identification is required at time of bid. The individual cannot be an employee of Tulsa County and must be a citizen of the United States of America, 18 years of age or older.

If the deed name is a business entity, documentation must be provided at time of bid that shows the business entity is one that is legally organized under the laws of one of the 50 states of the United States of America. Otherwise, the deed name must be completed in the name of an individual.

**Initiating Bid on a Property:**

1. An interested bidder must initiate a bid by completing a bid form and submitting payment. Click on this link, **Proposed Bid on County Property**.
2. If initiating a bid on multiple parcels, submit a bid form and payment for each property.
3. The bid (any amount) plus fees and costs as shown below will be placed on deposit pending the outcome of the sale.
4. Make your cashier's check or money order payable to *Tulsa County Treasurer*.
5. The initial bid will either be accepted or rejected by the Board of County Commissioner's within approximately twenty (20) days.
6. The sale date will be scheduled for approximately forty-five (45) days from the receipt of the bid.
7. The list will be updated to reflect the scheduled sale date.
8. Bid will be published for three consecutive weeks prior to the sale date.

**How to Calculate the Total Amount Due:**

Payment to the treasurer's office must include the amount of the bid and fees/costs associated with the sale as follows:

Bid Amount	Any Amount
Publication Cost*	126.00
County Clerk's Filing Fee	28.00
<b>Total Amount Due</b>	<b>154.00 + bid amount</b>

\*The cost for publication will be paid from an invoice from the publisher. The cost may be less than the amount collected and any balance will be refunded.

**Mail the Bid Form along with Your Payment to:**

ATTN: Delinquent Tax Department  
John M. Fothergill  
Tulsa County Treasurer  
218 W. 6<sup>th</sup> St., 8<sup>th</sup> Fl  
Tulsa, OK 74119-1004

**Sale Location:**

The scheduled sale will begin promptly at 9:00 a.m. in the lobby of the treasurer's office located at 218 W. 6<sup>th</sup> St., 8<sup>th</sup> Floor, Tulsa, OK.

**Sale Process:**

The property shall be sold by the county treasurer to the highest competitive bidder or to the initial bidder if there be no higher price offered. Payment must be made immediately by cash, cashier's check or money order. Time will not be allowed to obtain additional funds. If the initial bidder is not the highest bidder at the conclusion of the sale, the monies placed on deposit will be refunded within thirty (30) days. The sale shall be subject to the approval of the Board of County Commissioner's in its discretion.

ALL SALES ARE FINAL.

**After the Sale:**

The treasurer's office will prepare a transcript of the sale and a deed in *fee simple title* to present to the Board of County Commissioner's. Upon approval of the sale, the Chairman of the Board of County Commissioners will sign the deed and the documents will be filed of record in the county clerk's office. The filed deed will be mailed certified to the purchaser. It is then good practice for the purchaser to bring suit to quiet title to the property.

If you have any questions concerning this process, please call the Delinquent Tax Department at 918-596-5070.