



# YAMHILL COUNTY PRIVATE SALES

## INSTRUCTIONS TO OFFERORS

### I. Offer Forms

- a. All offers to purchase via a private sale must be submitted on an "Offer Form" as provided by Yamhill County ("County"). The Offer Form is available on the County's property management webpage or by contacting the County at (503) 434-7502.
- b. All submitted Offer Forms must be accompanied by a money order or by cashiers' check, made out to "Yamhill County", for at least 10% of the bid amount. If you are not a successful offeror, the money will be returned to you after the offer is opened.
- c. The offer amount must be for at least the minimum bid price listed on the property's fact sheet linked to on the County's webpage. NOTE: Properties that are not required to be auctioned (such as small strips) may not have a minimum bid amount. In such cases, you may offer any amount.
- d. The offer must be submitted in a sealed envelope. The outside of the envelope must indicate it is "PRIVATE SALE OFFER TO PURCHASE" and include either the account number or the tax lot number for the property.
- e. All offers must be submitted to one of the following addresses:
  - i. MAILED:  
c/o Yamhill County Counsel's Office  
535 NE Fifth Street  
McMinnville, OR 97128
  - ii. HAND DELIVERED:  
434 NE Evans Street  
McMinnville, OR 97128

### II. Opening and Acceptance of an Offer; Deed

- a. Offers shall be opened publicly at the next available Board meeting. If a subsequent bid(s) is received for a property that already has a sealed bid pending, the subsequent bid(s) shall also be opened at the same Board meeting as the initial bid, unless unforeseen circumstances prevent it.
- b. At the Board meeting, the Board will either: 1) reject all bids received; 2) accept the "highest and best" bid offered and proceed with a sale; or 3) delay formal acceptance of a bid and engage in additional outreach to potential buyers.
- c. If an offer is accepted by the Board, payment in full will be due within ten (10) business days. The provided 10% deposit will become non-refundable should the offeror default on their offer to purchase.
- d. The County will deed the property to the successful offeror no later than sixty (60) days following full payment.