



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 by the County on the first business day following the provided deadline. If no deadline has been provided, offers will be opened upon receipt.
- b. The County will prepare a recommendation to the Yamhill Board of Commissioners ("Board") for action on all valid offers. Offers received by the County before 12:00 PM on Friday will be presented at the following week's formal Board meeting.
- 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.