



**CLATSOP COUNTY  
PROPERTY MANAGEMENT**

Attn. Sirpa Duoos  
Phone (503) 325-8674  
820 Exchange, Suite 230  
Astoria, OR 97103

**EARNEST MONEY AGREEMENT FOR SEALED BID OFFER FORM**

PROVIDE ALL INFORMATION REQUESTED OR OFFER WILL BE REJECTED.

Print legibly or type

NAME: (This will be printed on Deed) \_\_\_\_\_

ADDRESS: (For tax statement purposes) \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

Assessor's map and tax lot number: \_\_\_\_\_

Amount of offer: \_\_\_\_\_ Indicate whether it is CASH or  
CONTRACT

On Contracts, County Policy requires a minimum of 20% down and the balance to be paid within a 5-year period using the Farm Credit Service interest rate per annum.

Enclosed a \$200.00 deposit with the offer.

Offers must be received in our office by 3:00 p.m. on Thursday February 18, 2010. Return to: Clatsop County Property Management, 820 Exchange Street, Suite 230, Astoria, Oregon 97103 (Postmarks not accepted).

Clearly mark on the outside of the envelope "SEALED BID".

**READ AND SIGN BELOW:**

I understand that at the time of sale, the County conveys whatever interest the County has at that time. I understand the County will not warrant any interest in the property or that the tax foreclosure proceeding was free from defect. I understand the County will not be responsible for establishing or guaranteeing property lines or corners of the subject property or that property is suitable for any particular use. The Board of County Commissioners has a right to reject any and all offers.

I understand the property is offered for sale AS IS.

I understand that the deposit of \$200.00 is to cover administrative and recording fees. I understand the deposit will not be refunded to me unless another party purchases the property. If I am the successful bidder, I understand the \$200.00 deposit will be applied as partial payment toward the purchase of the above-described property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Attach Sealed Bid Process)

## SEALED BID PROCESS

When staff receives an offer on a parcel that has already been offered at a public auction or as a private sale, the following are steps to be adhered to when submitting a sealed bid:

1. Read the Earnest Money For Sealed Bid Offer Form and fill out each line. Enclose a \$200 deposit for administrative and recording fees. The deposit will not be refunded unless another party purchases the property. Successful bidder's deposit will be applied as partial payment toward the purchase of the described property.
2. Clearly write "Sealed Bid" on the outside of the envelope.
3. You must indicate whether your offer is for CASH or CONTRACT.
4. CASH purchases and down payments for CONTRACTS must be paid within two weeks of the Board accepting your bid and must be paid by cash, cashiers check, or certified check.
5. On CONTRACTS, County Policy requires a minimum of 20% down and the balance to be paid within a 5-year period using the Farm Credit Service interest rate.
6. Sealed bids will be closed every third Thursday of the month at 3:00 p.m. in the Assessment & Taxation office. No further bids will be accepted until a Board decision has been made.
7. After the deadline for bids, all offers will become public knowledge.
8. All offers will be presented to the Board of County Commissioners for their decision. Generally, staff will recommend the highest and/or best offer. If all offers are inadequate, staff may recommend rejecting all offers. The Board has the right to reject any and all offers.
9. Bids received by FAX are not accepted, nor are bids that are postmarked by the date, but arrive after the deadline.

I have read the above instructions and understand the Sealed Bid Process.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

For any questions or concerns, please call Clatsop County Property Management at (503) 325-8674.

(Must be included with Sealed Bid Offer Form)