

## ABOUT TAX FORECLOSURE AUCTIONS

Tax Auctions with Brzostek's Real Estate Auction Co., Inc. are now exclusively online! One can bid from anywhere in the world! There is a live Bidding panel on the Proxibid platform where you will see the property that is currently "On the block". Simply click on the large orange bid button to submit your bid. Audio is also integrated so that you can hear the Auctioneer live. We offer two Sessions for each Tax Auction. **Session I** (One) lasts for one week and is designed for setting up your account with Proxibid and pre-bidding. You will be able to see most of the same information that is on our website. This may include the Address, Assessment, Classification code, Equalization Rate, photos and a Tax map. This information will be on our website weeks prior to this date so that you can do your due diligence as a consumer/buyer of Real Property. Brzostek's strives to get this information on our website and available to the public as soon as possible. Please keep in mind that properties can be removed from the list daily. If you don't see the property listed on our website anymore, then it has been removed from the Auction. **Session II** (Two) is the Live Virtual Auction which is when the Auctioneer will actually sell each property. ***\*Make sure your account is set up and you are approved in Proxibid well in advance to avoid not being able to participate as there is an approval period.***

Prior to Session one:

1. Look for the following hyperlinks under the Tax Auction that you are interested in. These will all be in pdf. format for you to open and print.

[About Tax Auctions:](#)

[Contract of Sale:](#)

[FAQ's:](#)

[Registration Tips:](#)

[Tips to Bidders:](#)

[Property Catalog:](#)

[Link to Online Bidding:](#)

\*We cannot stress enough for you to not only review and fully understand this information but to also get yourself set up and comfortable with the Proxibid platform **before** the Live Session! The Registration Tips will help you with this. You should find the answers to most of your questions in these documents.

## **Session I:** Online Registration and Pre-Bidding begins.

1. Register on the online bidding platform “Proxibid” as soon as we enable the link to set up your account. This will be made available one week prior to the “Main Event” (aka Session II/The Live Virtual Auction) and will be noted not only on our website but also the Bidders Certification pdf. and in the Terms of sale pdf. Create a username and password. Write it down as Brzostek’s does not have access to this information. You will have to contact Proxibid if you forget it. You, the Bidder, and Brzostek’s will receive a confirmation email once you meet all of the criteria. There will be a \$1.00 reversible fee to set up an account and obtain a Bidder number in Proxibid for Tax Auctions.

## **Session II:** The Live Virtual Auction begins. This is when the Auctioneer will obtain the highest bid on each property and will say “SOLD!”. Please make sure you have your account all set up with Proxibid well before this Live-Virtual Auction!!

1. “Sign-in” to your account on Proxibid (the one you have created prior to this day with your username and password). Make sure you have secure internet access prior to the starting time. Make sure you have clicked the “audio” button to “on” and refresh the page at 9 a.m. All pre-bidding will cease once Session Two begins. Lots will be sold in order by Town and then by Tax Map #, unless otherwise specified in the Remarks section under the property. Wait for the Auctioneer to advance to the Lot # you wish to bid on to continue or start bidding on it. The Auctioneer will announce the Lot # followed by the address & Town. If you are the winning Bidder, we will email you the “Purchase Binder” with all the contracts, forms and your Credit Card receipt for the first deposit. Please re-read the Terms of Sale and the Purchase Contract for the required payments and due dates. Different Counties have different Terms. Make sure that you understand them completely **prior** to bidding. If you are the winning Bidder, you should receive contracts within 48 hrs. They will be sent via DocuSign in the same order that we sell them. Once you have completed the contracts, simply click “submit”. The document will automatically be returned for review. Before forwarding them to the County Attorney. Again, please read the Terms of Sale in regard to any balance due and the closing. **Note\*** If the High bidder is unable to meet the deposit requirements on Auction Day, the Auctioneer may re-bid the lot. Please stay online until the Auctioneer says that the Auction is complete and over.

2. "Sign-in" to your account on Proxibid with your username and password. Make sure you have secure internet access prior to the starting time. All pre-bidding will cease once Session Two begins. Make sure you have clicked the "audio" button to "on" and refresh the page at 9 a.m. Lots will be sold in order by Town and then by Tax Map #, unless otherwise specified in the Remarks section under the property. Wait for the Auctioneer to advance to the Lot # you wish to bid on to continue or start bidding on it.
3. If you are the winning Bidder, a "Purchase Binder" will be emailed to you via DocuSign within 48 hrs. This will include the Purchase Contract and other required forms for you to complete. Refer to the Terms of Sale and the Purchase Contract for the due dates of any remaining balance due.
4. Open the document by following the prompts hi-lighted in yellow. Once complete, click "submit" and the documents will automatically be returned. The County needs this document to be able to process the sale. Please complete the document as soon as you receive it.
5. **Note\*** If the High bidder is unable to meet the deposit requirements on Auction Day, the Auctioneer may re-bid the lot. Please stay online until the Auctioneer says that the Auction is complete and over.

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