

ABOUT THE JEFFERSON COUNTY TAX FORECLOSURE AUCTION

Tax Auctions with Brzostek's Real Estate Auction Co., Inc. are now exclusively online! One can bid from anywhere in the world! There is live Bidding 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. There are two Sessions. **Session I** lasts for one week and is designed for setting up your account with Proxibid, checking or updating your Account that you may have set up last year and also Pre-Bidding. 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. These will all be in pdf. format for you to open and print.

[About Tax Auctions](#)

[Contract of Sale](#)

[Frequently Asked Question](#)

[Registration Tips](#)

[Tips to Bidders](#)

[Property Catalog](#)

[Link to Registration & Online Pre-Bidding](#)

[Protect Your Family from Lead](#)

[NYS Housing & Anti-Discrimination Notice](#)

*Please review and fully understand this information and 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. Brzostek's strives to get this information on our website and available to the public as soon as possible so that you can do your due diligence as a consumer/buyer of Real Property. Make sure that you understand The Terms of Sale completely **prior** to bidding.

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 and are accepted. There will be a \$1.00 reversible fee to set up an account and obtain a Bidder number in Proxibid for Tax Auctions.
2. If you already have an account on from a prior year, please take the time to update your account information and make sure you have the correct username & password. Again, You will have to contact Proxibid if you forget it as Brzostek’s does not have access to that information.
3. All pre-bidding will cease once Session Two begins.

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 set up with Proxibid prior Live-Virtual Auction!!

1. “Sign-in” to your account on Proxibid (the one you have created during Session 1 using your username and password). Make sure you have secure internet access. **Click the “audio” button to “on” and refresh the page at 9 a.m.** Lots will be sold in order alphabetically 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 bid on it.
2. The Auctioneer will announce the Lot # followed by the address & Town. Once the Auctioneer feels he has gotten the highest Bid, he will say “**And It’s Sold!**” You will see a “sold” icon on the Proxibid platform.
3. If you are the winning Bidder, you will be emailed a “Purchase Binder” with the contract, Bidders Certification Form, Closing Worksheet 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. 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 regarding any Balances Due and due dates.

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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