

Department of County Management

Division of Assessment, Recording & Taxation

PUBLIC SHERIFF'S SALE MARCH 23, 2016: PROCEDURES

1. SITE



- a. The Multnomah Building, 501 SE Hawthorne Blvd, Portland Oregon, 97214, at the east end of the Hawthorne Bridge at SE Grand Avenue is the sale location. (It is not “on the Courthouse steps” as some other sales have been conducted.) The site is served by Tri-Met Bus Lines 4, 6, 10, 14, 15 and the Portland Streetcar A-B Loop. There are bike racks located adjacent to the SW corner of the building. There is limited public parking available for 50 total spaces in the parking garage immediately to the south; the rate is \$1.45 per hour for the first four hours, \$12.00 for all day. Immediate street parking is in the City of Portland Zone G District and is time limited to two hours. The Multnomah Building entrance is on Hawthorne Blvd. in the middle of the block. There is construction scaffolding covering the sidewalk in front. For wheelchair and mobility device accessibility from the parking garage, take the elevator to the ground floor and use the crosswalk on Grand Avenue. The automatic door activator is on the east door, far right facing the entrance.
- b. After entering, the Board Room is immediately to the right, past the accessible restrooms and water fountains. There is a coffee cart in the building lobby.

2. REGISTRATION



- a. Bidders will register at the desk immediately inside the Board Room. You must bring current valid picture identification such as a driver's license. A photocopy of your license will be taken. (RECOMMENDED: To expedite your registration, you can bring a photocopy of your license and staff can quickly match it to your original.) The name you register with is the name that the property will be deeded in if you have the highest bid. If you are deeding the property under your business name, you must show your business license or some approved form of business identification. Upon registration you will receive a bidding number that you will use for the entire sale. You will be issued a name tag and paddle in that number.
- b. **Certified Funds** (no personal or business checks accepted) made out to “Multnomah County” in at least the advertised Earnest Money Deposit amount must be shown for each property on which you are bidding. NOTE: Certified Funds that are not applied to a winning bid may be used in subsequent bidding as long as it is at least the minimum Earnest Money Deposit on the subsequent property.



3. BIDDING




- a. This is an oral sale aided by numbered paddles issued at registration. The County reserves the right to order priority seating in the Board Room to bidders registered to the current property offered as the sale progresses. Auction-style bidding will be conducted by a Multnomah County Sheriff's Deputy. The order of the property bidding is scheduled to be the same as the published property list at <https://multco.us/taxtitle> **Public Sale 2016**. However, Multnomah County reserves the right to change the order or to remove any property from the list prior to bidding.
- b. The Deputy will conduct the bidding at announced increments. When he determines the highest bid has been attained, the Deputy will identify the winning bidder. The Winning Bidder should meet the identified Bid Liaison to fill out the Winning Bid Form and the Cashier will issue you a Tax Title Receipt; you will then be free to begin bidding on the next property. When you have completed bidding on all interested properties, you will go to the adjacent Cashier's Room to complete your documentation. However, if cash is

used for any Earnest Money Deposit, you will have to take your deposit into the Cashier's Room immediately and the bidding for the next property will continue.


4. DOCUMENTATION

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- a. When you have completed all bidding, you must proceed to the Cashier's Room immediately adjacent to the Board Room to complete your documentation. You will execute and receive a **Certificate of Sale**, in accordance with Oregon Revised Statutes (ORS) 275.150, containing a particular description of the property sold, the whole purchase price, the amount paid in cash (at least the minimum Earnest Money Deposit) and the dates upon which future payments will become due. You will also execute the **Earnest Money Agreement**. You will not receive a signed copy of the Earnest Money Agreement that day; it will be available seven days after the sale. (RECOMMENDED: Both the Earnest Money Agreement and the Certificate of Sale should be reviewed *prior* to the sale. They are posted at: <https://multco.us/taxtitle> **Public Sale 2016**.)
 - b. Buyer shall have an opportunity to conduct a risk assessment or inspection to determine the presence of lead-based paint or lead-based paint hazards on the Property. Buyer may terminate this sale by delivering to County written notice of Buyer's disapproval of risk-assessment or inspection by April 5, 2016, 2:00 PM local time unless Buyer has waived the opportunity. (RECOMMENDED: The Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards, Lead Warning Statement, and EPA Brochure should be reviewed *prior* to the sale. They are posted at: <https://multco.us/taxtitle> **Public Sale 2016**.) Buyers may sign up to schedule access for lead-based paint assessment at the sale immediately after they have been issued a Certificate of Sale. Current appointments are being scheduled for March 31, April 1, and April 4, and other requested dates will be considered.

5. CLOSING

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- a. Closing shall take place on or before April 26, 2016, at 2:00 PM at the offices of Multnomah County Tax Title, 501 SE Hawthorne Blvd, Suite 200, Portland, Oregon, 97214-3577.
 - b. A recorded deed will be available for pick up seven days after closing.

6. QUESTIONS



E-mail questions to: tax.title@multco.us by Monday, March 21, 2016, by 2:00 PM for response in advance of the Public Sheriff's Sale March 23, 2016.