

# **INSTRUCTIONS FOR SUBMITTING A SEALED BID ON TAX DEED OR TAX FORECLOSURE PROPERTIES IN SAUK COUNTY**

Sauk County offers for sale, parcels of land which have been acquired by Tax Deed or by Order of Tax Foreclosure. After which, Sauk County pays all delinquent taxes on these parcels. The properties are then appraised by the Property Committee, and offered for sale by Sealed Bid. If the properties are not sold through the bidding process, they are then sold by Offer to Purchase. Sauk County makes no warranties regarding the title or the status of any liens that may be against the properties. Properties will be “sold as is” condition.

A Sealed Bid must meet or exceed the appraised value listed for the parcel, and be accompanied by a deposit in the amount of ten percent (10%) of the bid price. The appraised value is not market value and is set by the Sauk County Property Committee to reflect any expenses the County absorbed by payment of all delinquent taxes, title and search charges, advertising expenses and any other related expenses incurred with the property. Sauk County reserves the right to accept or reject any or all bids.

If your Sealed Bid is accepted, a Quit Claim Deed will be recorded in the Register of Deeds and forwarded to you. If your sealed bid is not accepted, all monies shall be returned to you in full.

**For properties taken by Tax Deed in 2018 or prior**, per Chapter 75 of the Wisconsin State Statutes (75.39), the former owner of any property acquired by the County on a Tax Deed has three (3) years to commence action against the County or persons owning such lands by County conveyance. The former owner must prove by action in Circuit Court that they were not properly notified or publications were not commenced within the time limit or other action was not properly executed.

**For properties taken by Order of Tax Foreclosure in 2019 and after**, Sauk County uses a statutory procedure known as “In Rem” foreclosure. Section 75.521 of the Wisconsin Statutes contains all of the legal procedures and requirements for an in rem foreclosure action. Generally, a judgment of foreclosure will be granted by the court. At that point in time, the county obtains complete ownership of the properties on the foreclosure list.

If you are interested in submitting a Sealed Bid for property owned by Sauk County, please complete the attached form and return to:

**Sauk County Treasurer’s Office  
505 Broadway, Room 148  
Baraboo, WI 53913  
Phone: 608-355-3275  
Email: [treasurer@saukcountywi.gov](mailto:treasurer@saukcountywi.gov)  
Website: [www.co.sauk.wi.us](http://www.co.sauk.wi.us)**

**SAUK COUNTY**  
**TAX DEED OR TAX FORECLOSURE PROPERTY**  
**SEALED BID FORM**

**NOTE:** Bids must be addressed "Sauk County Treasurer, 505 Broadway, Room #148, Baraboo, WI 53913" and be clearly marked "**SEALED BID FOR TAX DELINQUENT PROPERTY**" on the outside of the envelope. Bids for more than one parcel may be enclosed in the same envelope, but a separate Bid Form and deposit is required for each parcel. No more than one bid may be submitted per parcel by any bidder. **PLEASE PRINT CLEARLY**

NAME: \_\_\_\_\_  
(Print the information as you want it to appear on the Quit Claim Deed)

MAILING ADDRESS:

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

APPRAISED VALUE: \$ \_\_\_\_\_

LEGAL DESCRIPTION (AS SHOWN ON NOTICE OF SALE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**DEPOSIT AMOUNT ENCLOSED:** \$ \_\_\_\_\_

Bids must meet or exceed the appraised value listed for the parcel and be accompanied by a deposit in the amount of **ten percent (10%) of the bid price**. Make checks payable to the "Sauk County Treasurer". Only bank money orders or certified checks will be accepted. **DO NOT SUBMIT CASH.**

**RECORDING FEE AMOUNT ENCLOSED:** \$ 30.00

Enclose a separate \$30.00 payment for recording fees made payable to the "Register of Deeds".  
**DO NOT SUBMIT CASH.**

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jessica Machovec, Sauk County Treasurer

Approved  Rejected By reason of: \_\_\_\_\_