

Terms & Conditions/Procedures Over-the-Counter (OTC) Sales

BEFORE YOU BUY:

1. All units will be sold on an "as-is" basis. The Cochise County Board of Supervisors strongly recommends that all persons interested in the subject units contact the Cochise County Development Services Department at 520-432-9300 to determine basic zoning requirements applicable to said units. Units failing to meet applicable zoning regulations may be ineligible for building permits.
2. No warranties or representations are made as to property conditions, including, but not limited to availability of water, utilities, irrigation, sewers, access, ingress, street or road maintenance, zoning, applicability of a subdivision plat, suitability for building, flood plain status, or any other physical characteristic relating to the property. Bidders are responsible for making these determinations.
3. Certain title companies may, at their discretion, refrain from offering title insurance for these units in connection with a re-sale. Potential buyers are advised to consult with their title companies or legal advisers regarding this issue. **All sales are final. No refunds will be issued.**
4. A \$25 Administrative Fee will be added to **each unit bid** for processing and recording deeds.

BID SUBMISSION AND PROCESSING:

5. The OTC Sale will be open from 8:00 a.m. on February 1, 2021 until 5:00 p.m. on February 12, 2021.
6. Due to health concerns related to Covid-19 bids will be accepted by mail only:
 - a. Bids must be submitted to the Board of Supervisors Office at 1415 Melody Lane, Bldg. G, Bisbee, AZ 85603.
 - b. Interested persons should obtain a Bidder/Deed Information form online.
 - c. Complete the Bidder/Deed Information form, including the name to be placed on the deed and the type of ownership for recordation purposes.
 - d. A check for the bid and a separate check for the administrative fee (**\$25 for each unit bid**) must be enclosed.
 - e. Types of payments accepted are cashier's check, money order or personal check.
 - f. No telephone or emailed bids will be accepted.
 - g. Bids must be postmarked no later than February 12, 2021.
 - h. After the OTC Sale closes, all bid offers will be placed on the next available regular Board of Supervisors meeting agenda. **If multiple bids are received on the same unit in an OTC situation, all bids will be opened, and the highest bidder will be presented to the Board for approval. If two or more bids for the same unit are received for the same amount, the bid received first will be presented to the Board for approval.** All bidders will be advised of the meeting date and how to attend the meeting remotely via e-mail, using the contact information provided by the bidder on the Bidder/Deed Information form. At the meeting, the Chairman will announce the first offer received for each unit and ask if there are counteroffers. **Counteroffers will only be accepted in increments of \$25 or more above the current bid.** You may wish to attend the meeting remotely in case there are counteroffers. If so, you will be given an opportunity to increase your bid amount. **If you are the successful bidder, you will be notified if any additional original notarized forms are required** based on the type of ownership indicated on the Bidder/Deed Information form.
7. Within 60 days after the approval of the OTC sale, the Board of Supervisors will execute, record and deliver to the purchaser a deed conveying the title of the state in and to the purchased property free of all liens (existing easements remain). Back taxes due on the units purchased OTC will be eliminated when the new deed is recorded. **NOTE: However, the current year and future taxes on the unit are the responsibility of the purchaser.** For the purpose of recordation of the deed, deeds will be issued in the name(s) of the successful bidder as indicated on the Bidder/Deed Information Form. The original Bidder/Deed Information form and additional notarized forms if applicable are required in order to execute the deeds.