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

BEFORE YOU BUY:

1. All units will be sold on an "as-is" basis. **Note: Some units contain multiple parcels.** The Cochise County Board of Supervisors strongly recommends that all persons interested in the subject units contact the Cochise County Development Services 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 one-time $25 administrative fee, per buyer, will be added to the bid amount, regardless of the number of properties being bid upon.

BID SUBMISSION AND PROCESSING:

5. Bids will be accepted by mail or in person:
    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, or from the Board Office.
    c. Complete the Bidder/Deed Information form, including the name to be placed on the deed, the type of ownership for recordation purposes and the corresponding notarized form (if applicable).
    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 bids will be accepted.
6. Upon receipt of a bid on a unit, the bid offer will be placed on the next available regular Board of Supervisors meeting agenda. All bidders will be advised of the meeting date via e-mail or by phone, using the contact information provided by the bidder 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. No split deeds. If submitting an offer in person, and if all persons who need to sign the forms are present, the form may be notarized at our Office between the hours of 8 a.m. - 4:30 p.m., Monday – Friday.