

# HOW TO BID

## Before You Bid

1. Review the Notice of Sale
2. Read the General Terms and Conditions
3. Review the Fond du Lac County Bid Form and Questions of Intent form

## Placing A Bid

1. Complete the Fond du Lac County **Bid Form** and the **Questions of Intent** form in their entirety.
2. Include a certified check, cashier's check, money order or cash for a minimum amount of ten percent (10%) of your bid amount as earnest money. Such monies are to be made payable to: Fond du Lac County Treasurer.  
**Personal checks will not be accepted and will therefore nullify your bid.**
3. Enclose the Bid Form and Questions of Intent form with your earnest money in a sealed envelope. Use multiple envelopes if bidding on more than one property.
4. Print the following on the front of the envelope:

**TAX FORECLOSURE BID**  
**IN REM # \_\_\_ - \_\_\_**  
**PARCEL NUMBER.**

5. Bids envelopes must be properly marked, sealed and submitted to the Fond du Lac County Treasurer's Office on or before the date and time indicated in the Notice of Sale. Submit bids to:

Fond du Lac County Treasurer  
160 South Macy Street  
P.O. Box 1515  
Fond du Lac, WI 54936-1515

6. Contact the Fond du Lac County Treasurer's office at 920-929-3010 for more information. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.