

For a Successful Purchase

- *Do your research* – information, tips and FAQ are on our website
- Attend a sale prior to bidding to observe the process
- Have funding available and pay the balance within two business days; the deposit will be forfeited if the balance is not paid
- Bring a copy of the Order Approving Sale court order to the LCSO (Lake County Sheriff's Office) to get the deed
- Record the deed as soon as possible
- Schedule an eviction if necessary

Researching the Property

- Review the court file at Circuit Court Clerk's Office
- Check with the Treasurer's Office to determine if there are any back taxes due for the current year
- Check with the Recorder of Deed's Office for any outstanding liens on the property. An on-line subscription service is available
- You are unable to view inside of the property prior to the purchase. The exterior may not reflect the actual condition of the house
- Telephone numbers and locations for the above offices are available on our website under the link "Sale Location, Research and Requirements"

Monetary Requirements

- The LCSO does not offer any financing
- We do not accept loan application approvals or letters of intent from lending institutions
- We cannot accept wire funding
- We do not accept cash
- We ***only*** accept bank certified cashier's checks

Sale Information

- All sales are held at the Lake County Courthouse each Tuesday at 9:30 am, unless Monday is a holiday
- A sales schedule is available on our website
- Check the website for the plaintiff's opening bid. Most of them are not provided until the day before the sale. If we do not receive the opening bid by 3:00 pm the day before the sale date, the sale will be rescheduled to a later date.
- You must be present at the sale to bid on a property
- You can, however, bid on behalf of someone else providing you have the funds with you
- All sales are final

Bidding Requirements

If you do not have the funds on you at the time of the sale, you cannot bid on a property – no exceptions

- Your bid must be at least a \$1.00 over the plaintiff's opening bid
- You must have at least 10% of the amount you are willing to bid
 - Example: The opening bid is \$100,000. The highest amount you are willing to bid is \$130,000. You are the successful bidder at \$120,000. You are only required to pay a deposit of \$12,000
 - If the bidding goes over the amount of your verified funds, you are automatically out of the bidding process unless you have additional funds. Consider bringing multiple checks
 - The cashier's checks can be in your name or Lake County Sheriff

Day of Sale

- Submit a bid form for each property you want to bid on
- The bid form is available the day of the sale or on our website
- Provide proof of funds for each property. If you want to bid on multiple properties, you will need funds for each
- You cannot use one check for multiple properties
- Bidders will be called on individually for their bid, until there is a winner. The 10% deposit is then collected
- This process is repeated for each property that has bidders
- All receipts are issued at the completion of the sale

Confirming the Sale and Issuing the Deed

- The plaintiff's attorney schedules a confirmation hearing date with the Circuit Court Clerk to approve the sale. Most of them are done via Zoom. The Circuit Court Clerk will charge a filing fee if you want to be on the call, but it is *not mandatory*
- You will need a copy of the Order Approving Sale court order. If you choose not to attend the Zoom call, you can get a copy at the Circuit Court Clerk's Office the following day for a minimal fee.
- Bring the court order to the LCSO. Or it can be emailed to us as an attached document. In most cases the deed can be issued right away except for on a sale day.
- Get the deed recorded as soon as possible

After the Deed is Issued

- The previous owner is usually granted 30 days to vacate the property from the date of the confirmation hearing. Additional time may be allowed at the discretion of the judge
- If the property is vacant, the judge can waive the 30 days. You will have to file a motion with the court prior to the confirmation hearing. You must furnish proof no one is living there. This is at the discretion of the judge and could be denied
- You cannot enter the property or change the locks until AFTER the designated time period has passed or is waived
- If the property is still occupied, it is your responsibility to schedule an eviction with the LCSO Civil Process Division. The Judicial Sales Division does not schedule the evictions