



## PROCEDURES FOR COSTILLA COUNTY LAND SALE

### Step 1:

Send Request

<https://www.colorado.gov/pacific/costillacounty> Read Terms and Conditions of Bid/Sale

- I. Select a property from the sale list, with required data to locate property. (parcel #, unit, block, lot)
- II. View Property on Costilla County GIS Property Search to confirm this is the property you are interested in purchasing. <http://costillaco.mygisonline.com/>
- III. Complete Land Sale Auction Form with all required information.

### Step 2:

Check Website for updates on bids

- I. All Bids will be updated twice a week (Monday and Thursday) @ 5:00pm of that day until auction is closed.
- II. It is the bidder's responsibility to stay updated on the lot(s) that have been placed to ensure that they are the highest bidder.
- III. If bidder has been out bid, bidder should complete a new Land Sale Auction form with a higher bid. (repeat step 1)

*If you are the highest bidder you will be notified by the sale committee.*

### Step 3:

Pay

- I. You **MUST** pay your full promised bid amount to the Costilla County Treasurers' office no later than October 29<sup>th</sup> 2015 in order to close your bid. If payment is not made, request for property will be terminated.
- II. If you do not pay your promised bid amount in full, your lot(s) will be offered to the second highest bidder.

### Step 4:

New land owners (bidders) will be reassigned a new parcel/schedule number if lot is associated with other lots.

- I. Bargain and sales deed will be issued to the winning bidder once payment has been received.
- II. It is the purchasers' responsibility to record the bargain and sales deed.
- III. The purchaser will be charged an additional \$11.00 for recording fees at Costilla County Clerk and Recorders.
- IV. Once the deed has been recorded, property will be transferred to your name.
- V. All transfers will be done on January 1<sup>ST</sup> 2016; therefore all taxes from 2016 forward will be the purchasers' responsibility.