



DANE COUNTY TREASURER

City-County Building, Room 114
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DANE COUNTY TAX DEED AUCTION

The following information applies to all properties acquired by Dane County through tax deed foreclosure, and offered for subsequent sale. Foreclosure for failure to pay real estate taxes is conducted by the County pursuant to Wis. Stats. §75.19. Property sales are conducted pursuant to Wis. Stats. §75.35.

Dane County does not sell tax deeds or tax liens, nor maintain any list of “excess funds.” State law provides that owners have sixty days to claim a defined portion of the proceeds from the sale of their former property if they meet specified conditions. Dane County informs previous owners of that window of opportunity. After that period, the former owner forfeits all claim to any proceeds.

FREQUENTLY ASKED QUESTIONS

1. What is the time, date and location of the next auction?

The tax-deeded properties for sale are listed online (<https://treasurer.countyofdane.com/taxdeedauction>) in chronological order by Bid Due date.

All auctions are conducted through a sealed bid opening at the designated Bid Opening date and time. The opening will be held in the Dane County Treasurer’s Office (210 Martin Luther King Jr. Blvd, room 114, Madison, Wisconsin, 53703) or a designated hearing room of the building.

2. Where will I find auctions advertised?

All tax deed property auctions are published as a legal notice, 3 times, on consecutive Wednesdays in the Wisconsin State Journal, 6 weeks in advance of the sale. The online listing (<https://treasurer.countyofdane.com/taxdeedauction>) will be updated the first day of publication to include sale information and bidding instructions. The first day of publication is the first date bids can be accepted.

As a matter of courtesy and information, municipalities and owners of properties within 300-feet of the tax-deeded parcels offered for sale will receive a notice via the United States Postal Service at their last known address. Notices will be mailed on the first date of publication.

3. What property information is listed in the published advertisement?

The published notice in the newspaper will be headed as follows:

“Pursuant to Wis. Stats. §75.69(1) and Dane Co. Ord. Ch. 26.18, the Dane County Treasurer hereby causes publication of this notice to identify each tax deeded parcel for sale (parcel no. & property address), its appraised value (minimum bid), the deadline for submitting a bid to purchase (bid due), and when the sealed bids will be opened (bid opening). Bids will be awarded according to the following criteria: only bids at or exceeding higher than the appraised value, only bidders with no unpaid real estate delinquencies in Dane County, only bidders not involved with the tax deed process administration, dollar amount of the bid, bidder access to the property, and earliest received bid (all other criteria equal). Bid procedures, bid forms, and complete descriptions of the parcels for sale can be obtained online at <https://treasurer.countyofdane.com/taxdeedauction> with each parcel listing or in-person from the Dane County Treasurer’s Office.”

4. How can I find out more about the property?

Parcel information, legal descriptions, maps, tax history and other descriptions are available on Access Dane.

- Go to <https://accessdane.countyofdane.com/>
- Choose the preferred method of searching for the property (Owner, Address, or Parcel)
- Type in the search criteria (First Name Last Name, Address Number Street Name, or Parcel Number)
- Click “Search”

OR

You can go to the listing of tax-deeded properties available for auction on the Treasurer’s website (<https://treasurer.countyofdane.com/taxdeedauction>) and scroll to a parcel you wish to know more about. The following links are included with each parcel identified:

- Access Dane parcel number link to the specific parcel
- Details link to Committee Reports, appraisal information, and possible photographs
- Bid Forms with the respective parcel number and bid due date/time pre-entered

OR

You may also review a hard copy of the information in the Dane County Treasurer’s Office, 210 Martin Luther King Jr. Blvd, room 114, Madison, Wisconsin 53703.

IMPORTANT: Do not call the Treasurer’s Office for sale information. The staff cannot have contact with any bidder, provide strategic advice, or assist in bid preparation in any way. Queries for general information will be referred to this site.

It is the bidder’s responsibility to investigate properties prior to putting in a bid to Dane County, check with the municipality for any outstanding special assessments or charges not on a calculated tax bill, identify any current tax year amounts due to the municipality if not being

collected by the county, and research for additional information not included in the advertisement.

5. Can interested bidders view the inside of tax-deeded properties?

Yes. Upon request and availability, the Treasurer's Office can schedule a walk-through of tax-deeded properties.

6. How are the auctions conducted?

The list of properties to be auctioned on this site (<https://treasurer.countyofdane.com/taxdeedauction>) identifies the respective Bid Due date and time. Opening of the sealed bids that arrive in the Dane County's Treasurer's Office by the indicated Bid Due date and time for the respective parcels will be opened at the identified Bid Opening date and time.

The published notice will identify each tax deeded parcel for sale (parcel no. & property address), its appraised value (minimum bid), the deadline for submitting a bid to purchase (bid due), and when the sealed bids will be opened (bid opening).

Bids will be awarded according to the following criteria:

- Only bids at or exceeding the appraised value;
- Only bidders with no unpaid real estate delinquencies in Dane County; ¹
- Only bidders not involved with the tax deed process administration (auction included);
- Dollar amount of the bid;
- Bidder access to the property; and
- Earliest received bid (if all other criteria equal).

A Dane County Tax Deed Auction Bid Form is available online (<https://treasurer.countyofdane.com/taxdeedauction>) for each respective parcel. The following information must be included on every bid form:

- Parcel Number
- Bid amount
- Legal Name of Bidder
- Name of Managing Partner (if applicable)
- Street Address (not PO Box)
- Mailing Address (not PO Box)
- Signature of Bidder

¹ If the Bidder is a Limited Liability Company, Corporation, or any other type of business entity, then its bid will only be accepted if no member, stockholder, or other owner of the business entity has any delinquent real estate taxes in Dane County, and no other business entity owned by any member, stockholder, or other owner of the Bidder has any delinquent real estate taxes in Dane County.

The following information is required on bid forms if an agent is representing a bidder:

- Agent Name
- Agent Street Address (not PO Box)
- Agent Mailing Address (not PO Box)
- Signature of Agent

IMPORTANT: Please note that to combine an auctioned parcel with a neighboring parcel, both properties must be listed as the same owner/s. So, the “Legal Name of the Bidder” should be identical to what is listed on the neighboring parcel.

Each bid (a completed bid form enclosed with 10% of the bid for earnest deposit) must be in a separate, sealed envelope for each bid for each parcel and clearly addressed in the following format:

Dane County Treasurer
% TAX DEED AUCTION BID (bid due: MM/DD/YY)
210 Martin Luther King Jr. Blvd. #114
Madison, WI 53703-3342

The envelope must include the words “**TAX DEED AUCTION BID**” in bold capital letters, followed by the Bid Due date in parentheses and also in bold. Multiple sealed bids can be submitted in a larger mailer clearly addressed in the above format.

All bids must be received in the Dane County Treasurer’s Office by the Bid Due date and time listed to be considered. Hand-delivered bids, subject to the same timeliness requirements, will be accepted and date-stamped at the Treasurer’s Office.

The Dane County Treasurer, or designee, will open and read the bids at the Bid Opening date and time. Members of the public may attend the Bid Opening, but there is no public participation.

After the bids are opened, the Treasurer will verify all the bids for compliance with the bid criteria and send notification to the successful bidder within forty-eight (48) hours by certified mail. All other deposits will be returned to the respective bidder. If the successful bidder does not complete the purchase transaction within ten (10) days of receiving the award notification, the Treasurer will notify the next qualifying bidder. If there is no additional qualifying bidder to contact, Dane Co. Ord. Ch. 26.19 (3) authorizes “...the treasurer [to] sell the parcel at anytime thereafter to any person making an offer at or exceeding the appraised value.” The property may also be added to the next sale for re-bid.

The County Treasurer is not required by law to sell any property.

7. How am I informed if I have successfully bid?

The successful bidder will be sent notification within forty-eight (48) hours of the subject bid opening. The notice will be sent via certified mail to the successful bidder (or representative of the bidder if applicable) as identified on the bid form. All other deposits will be returned to the respective bidders. Please be advised that US Postal Service delivery time may vary.

8. What form of payment is required for the 10% earnest deposit and the balance?

All payments must be in the form of cash or cashiers check. The 10% of the bid for earnest deposit must be included in each bid envelope with a completed, corresponding bid form. The balance must be received by the Dane County Treasurer's Office within ten (10) days of receiving the bid award notification letter.

IMPORTANT: No payment arrangements, personal or business checks, credit or debit card transactions, ACH, or wire payments will be accepted.

9. How long do I have to complete the purchase transaction?

All purchase transactions must be completed within ten (10) days of receiving the bid award notification letter. If there is a default, the 10% earnest money will be kept by Dane County, and the Dane County Treasurer will send notice within forty-eight (48) hours to the next successful bidder. Upon receiving the notification letter, the next successful bidder will have ten (10) days to complete the transaction. The successful bidder is responsible for any costs associated with recording the quit claim deed with the Register of Deeds.

10. What are my responsibilities in completing the transaction?

The Treasurer strongly recommends that all purchasers consult a legal advisor concerning the details of the purchase transaction. Dane County cannot and will not, function as a legal advisor to the purchaser in any way.

The successful purchaser must:

- a. Accept the notification letter and sign the USPS return receipt.
- b. Be prepared with cash or cashiers check to cover the balance of the bid and costs associated with recording the quit claim deed with the Register of Deeds.
- c. Return the settlement statement identifying any changes on the document along with the balance of the bid.
- d. Arrange any desired legal counsel as desired.
- e. Pay current tax year property tax bill to the municipality if not being collected by the county.
 - a. Before January 31 due date in all municipalities
 - b. Before July 31 due date in the City of Madison
- f. Pay future tax bills.

11. What will the county do to complete the transaction?

After receiving the balance of the bid and any changes to the settlement statement, the Treasurer's Office will arrange for a Quit Claim Deed to be prepared, notarized in the County Clerk's Office, and recorded with the Register of Deeds.

The Treasurer will complete all actions required of the Treasurer under county ordinance, including those concerning County Board action.

12. Can I buy tax dedeed land not sold at auction?

The list of properties to be auctioned on the Dane County Treasurer's website (<https://treasurer.countyofdane.com/taxdeedauction>) identifies the date of the sealed bid auction. In accordance with Dane Co. Ord. Ch. 26.19 (3), "[i]f a parcel is not sold by bid at the first date offered for sale, the treasurer may sell the parcel at anytime thereafter to any person making an offer at or exceeding the appraised value."

To make an offer after the sealed bid auction date, contact the Dane County Treasurer's Office in writing (an email to treasurer@countyofdane.com is acceptable) no earlier than the day after the bid opening. Either attach a completed bid form (no earnest money required), or include the following information in the body of the email:

- Parcel Number
- Offer amount
- Legal Name of Bidder
- Name of Managing Partner (if applicable)
- Street Address (not PO Box)
- Mailing Address (not PO Box)

The following information is also required if an agent is representing a bidder:

- Agent Name
- Agent Street Address (not PO Box)
- Agent Mailing Address (not PO Box)

The same criteria used to review the bids will be used to determine qualification of an offer after the auction date starting the Monday after the scheduled bid opening. Post-auction offers will be reviewed in the order they are received. The earliest received qualifying offer will be provided an opportunity to complete the transaction.

A notice to complete the transaction within ten (10) days will be sent to the first offer received that meets the bid criteria. All payments must be in the form of cash or cashiers check. If there is a default, the Dane County Treasurer will send notice within forty-eight (48) hours to the next qualified offer. Upon receiving the notification letter, the next qualified offer will have ten (10) days to complete the transaction. The purchaser is responsible for any costs associated with recording the quit claim deed with the Register of Deeds.