



BEAUFORT COUNTY TREASURER

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BeaufortCountyTreasurer.com

FORFEITED LAND COMMISSION

Thursday, March 31, 2016 - Meeting Minutes

Committee members in attendance were Maria Walls, CPA, Treasurer, James Beckert, Auditor and Dale Butts, Register of Deeds.

Others in attendance were Kimberly Chesney, Tax Collector and Chydonna Thurston, Executive Assistant.

Meeting was called to order at 10:31AM

First item:

Consideration of the Standard Procedures – Maria Walls made the motion; it was moved by James Beckert and seconded by Dale Butts. The motion passed.

Second item:

Consideration of any bids received – Maria Walls made the motion; it was moved by Dale Butts and seconded by James Beckert. James Beckert inquired about a timeline for signing the deeds to be processed by the Register of Deeds. Maria Walls explained that the Standard Procedures would address sequence.

Meeting adjourned at 10:34 a.m.

Standard Operating Procedures

Forfeited Land Commission Property Bidding

BEAUFORT COUNTY TREASURER'S OFFICE

- A. **Purpose:** To document the uniform process for the bidding, payment and transfer of properties held by the Forfeited Land Commission (FLC).
- B. **Definitions and Information:**
1. Properties held by the Forfeited Land Commission (FLC) originate from the Beaufort County Tax sale, having received no other bid activity except for the initial bid placed by the FLC.
- C. **Procedure:**
1. A list of properties held by the Forfeited Land Commission (FLC) is available to the public for consideration in the Beaufort County Treasurer's Office and online.
 - i. The following information is displayed:
 - ii. Owner Name
 - iii. Parcel Identification Number (PIN)
 - iv. Minimum Bid Amount
 - v. Properties available for immediate title are identified as such.
 2. The property list is updated weekly or as necessary due to successful bids.
 3. Properties available for immediate title will be re-auctioned by the Treasurer's Office subsequent to the annual tax sale for the purposes of continuing to pursue the sale of the FLC's properties.
 - i. Properties re-auctioned will be offered at the minimum bid, bids of less than the minimum will not be considered and referred to the FLC for approval.
 4. Individuals making the minimum bid or greater on a property.
 - i. The bidder must communicate their bid to the Treasurer's Office in writing and provide guaranteed funds for the full amount of their bid.
 - ii. Upon the receipt of a bid, the Treasurer's Office will update the FLC's property list and bidding will close on that property.
 - iii. As applicable the Treasurer's Office will prepare the deeds for transfer and provide them to the members of the FLC for signature.
 5. Individuals making less than the minimum bid on a property.
 - i. The bidder must communicate their bid to the Treasurer's Office in writing and provide guaranteed funds for the full amount of their bid.
 - ii. Upon the receipt of a bid, the Treasurer's Office will update the FLC's property list to indicate that a bid has been made on the property and that bidding will close on that property thirty days from the date of the offer.
 - iii. A meeting of the FLC will be called for the purposes of discussing and voting on whether to accept the bid.
 - iv. Upon approval of the bid, the Treasurer's Office will prepare the deeds for transfer and provide them to the members of the FLC for signature.
 6. Once signed, the deeds will be submitted to the Register of Deeds Office for processing.