



Real Estate Instructions to Bidders

Marion County Sheriff's Sale

Revised May 6, 2025

If a bidder has any questions, please contact our Real Estate Team at MCSO-SheriffSaleRealEstate@indy.gov or (317) 327-2459.

Please visit our website at:
MCSO.INDY.GOV

Starting with the June 2024 sale all Marion County Sheriff sales will be a format of an on-line auction. Our sales run from 10:00 a.m. to 4:00 p.m. online. On-line auction will begin at 10:30 a.m. GovEase is the online auction company we are using. GovEase will be providing a webinar and training for those that are interested. Please visit Govease.com regarding the training. You can visit the website anytime for training. There is no set times.

REAL ESTATE LIST: All list will be free of charge on the GovEase website. You do not have to register to get the list.

If you are wanting an archived Sold To list, you can also now go on the GovEase website to get this information.

Prior to placing any bid, all person's bidding must be preregistered for the current year, registered for the respective sale date, and have sufficient funds to purchase property at the time of registration or purchase (subject to MCSO Sheriff's Sale policy).

<https://liveauctions.govease.com/PublicPortal/RegistrationDetail?AuctionID=1375&Edit=False>

Bidders shall preregister no later than 3:00 p.m. one week prior to the sale of which you want to participate in. Thereafter, bidders shall preregister again every January no later than 3:00 p.m. one week prior to the sale of which you want to participate in. **However, upon expiration of any of your required documents those are to be submitted one week prior to the sale of which you want to participate in.** Bidders must be in good standing to participate with entities as well as individually. **All forms are on the govease.com website and are fillable.**

At the time of Preregistration these are due:

1. Acknowledgement form (ALL BIDDERS)
2. Proof of Identity (driver's license – passport) (ALL BIDDERS)
3. IRS W-9 with social security # only not FEIN (ALL BIDDERS)
4. Certificate of Good Standing – IN (BUSINESSES ONLY)
5. Business Entity Report (BUSINESSES ONLY)
6. Business Connections Form (ALL BIDDERS)
7. Purchase Agreement form. (ALL BIDDERS MUST SIGN EVERY MONTH TO PARTICIAPTE IN THE AUCTION)
8. Deed Information (ALL BIDDERS)
9. All out of state business(s) if not registered with the Indiana Secretary of State must have a Foreign Entity Certificate from the Indiana Secretary of State



MARION COUNTY SHERIFF'S OFFICE

SHERIFF KERRY J. FORESTAL

All bidders must have sufficient funds to purchase property at the time of registration (subject to MCSO Sheriff's Sale policy). Sufficient funds consist of the full amount of what a bidder is willing to bid or a \$1.00 over the opening bid. **Opening bids / Face value will be available on GovEase website a week before the sale.**

There is an option to put in your maximum bid on properties you want prior to the sale, eliminating the need to set in front of your computer the duration of the auction. In this instance you will either be out bid at your max or you will win the bid at the highest stopping point of bidding + \$1000. If you are the only bidder, you would win the bid at the opening bid + \$1.00 and whatever change to make it an even dollar amount.

All bidders must enter a deposit amount on GovEase website to be able to participate in the sale. This can be done anytime the week of the sale but no later than Noon one day before the sale (Thursday). If you are the purchaser of a property your cashier's check is due no later than Wednesday by 3:00pm after the sale.

Bidders can overnight their certified funds to make sure MCSO receives it on time or MCSO has provided a secured lock box located in the MCSO lobby for you to drop off your check (675 Justice Way.) To ensure compliance with all relevant requirements, the cashier's check or certified funds must be in the bidder's name of which you registered under. Cashier's checks or certified funds from other persons or entities on the bidder's behalf will not be accepted. **Winning bidders who do not produce a check after the sale will be banned from all future MCSO sheriff sales.**

In order to ensure the highest net proceeds from each sale, all bidders shall be required to satisfy all delinquent or outstanding taxes, special assessments, penalties, interest, costs directly attributable to a prior tax sale, amounts from a final adjudication in favor of a political subdivision in the county, any civil penalties imposed for the violation of a building code or ordinance of the county, or civil penalties imposed by a health department in this county *before* they may register for the respective sale date.

Effective July 1, 2022, to preregister, a person or entity must verify that they are an eligible bidder by signing a statement attesting that they do not own a property subject to an unsafe building action or order, that they do not owe delinquent property taxes, special assessments, penalties, interest, or costs of a prior tax sale and that they are not subject to an enforcement order on a vacant or abandoned property (ACKNOWLEDGEMENT FORM). A person or entity must also verify that they are not bidding on behalf of or as an agent for an ineligible bidder.

- All sales are subject to any first and prior liens, taxes, and assessments legally levied and assessed thereon, or any other liens not properly set out in the lawsuit. A note on prior liens: Any prospective bidder should obtain title evidence on their own before making any bids on any properties in any sale. The Sheriff does not obtain title evidence on behalf of any bidders. All bids are final. No bid can be withdrawn or amended after duly received and recorded by Sheriff's personnel conducting the sale (except by court order).



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- All bidders that purchased a home under a business entity is required to now E-Record their deeds. Winning bidders are required to use <https://simplifile.com>. The Plaintiff's attorneys will send MCSO the deed. MCSO will place the Sheriff signature and notary stamp and send back to you by email for you to then E-Record your deed. Individuals are not able to E-Record currently.
- **Please fill out your sales disclosure form after winning the bid at <https://forms.properlytaxes.com> and forward via email no later than Tuesday after the sale for the Sheriff's signature. If you fill out the form correctly, you will have a **unique ID number** in the top righthand corner. **Please print, sign, then upload and email back to MCSO.** We will sign it and send back to your email along with the Sheriff deed for your recording.**

Prior to the date of sale, the party that filed for the Sheriff's sale is responsible for paying all delinquent property taxes, special assessments, penalties, and interest that are due and owing on the property. Plaintiff shall also pay any amounts of redemption where a certificate of sale is outstanding.

If the Marion County Department of Health or the City Department of Code Enforcement has ordered a property to be mowed, boarded up, or assessed a sewer lien, and the amount assessed has not yet appeared on a tax bill, the purchaser could be responsible for those assessments. Another possible hidden encumbrance might be the amount assessed, but not yet billed, for the City to put the property on city sewer or to install curbing.

The Sheriff's Office does not have access to these properties and cannot confirm whether a property is occupied. The bidder is encouraged to do a "drive-by" inspection of a property before bidding.

The Sheriff does not warrant, either expressively or implied, any title, location, or legal description.

All bidders should expect competitive bidding. Prospective bidders are encouraged to watch the online process at least one sale to learn the process.

All bids are final. No bid may be withdrawn or amended after being duly received except by court order.

Failure to comply with these bidder instructions or other MCSO rules regarding a Sheriff's Sale may result in the bidder being barred from registering for a sale and/or further suspension of up to three consecutive Sheriff's Sales. **Failure to produce the winning bidder funds may be subject to further legal implications by either the plaintiff or the Sheriff's Office. Also, failure to produce funds will ban the bidder from all future MCSO sheriff sales.**

BUYER BEWARE. Properties are sold "AS IS." The MCSO also recommends all bidders do their due diligence when researching the properties, including a title search of the property.

Once a purchase has taken place at the Sheriff Sale, there remains the possibility that the sale will be vacated by the courts. If funds have already been processed, the purchaser/bidder may not receive a refund in the original amount. The MCSO must first receive all of their funds from the sale including the Plaintiff's check and any overage amount due to the Clerk. The MCSO works very hard to expedite this process.



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If a bidder has questions about pre-registration or any related matters, a bidder may contact GovEase.



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