

Auction Hour – FREE Resource

*** Registration and “Terms of Auction” ***

Town/Village _____ Tax ID _____

Parcel Address _____

✓ Pre-Auction Buyer Due Diligence Checklist

	Zoning/Buildings/Code
	Town/Village Phone:
	If building, is the parcel large enough according to zoning?
	Does existing structure have code violations?
	Estimate cost of repairs or compliance?
	Certificate of occupancy?
	Water/Well Sewer/Septic Gas/Electric
	Is parcel in an “Agricultural District?” What can I do there?
	Right-of-way or easements?
	Are there any known environmental concerns?
	Survey on file?
	Liens
	Title search for liens (See: County Clerk’s Office, Step 1)
	IRS Lien (IRS has 180-days from auction to buy from you.)
	Copy of deed with schedule “A” boundary description
	County Treasurer Phone:
	Compare list of liens with Treasurer’s Office (Step 2)
	Taxes
	School District Phone:
	Pro-rata Town/Village taxes that I will pay at closing?
	How much are the annual school taxes on this parcel?
	Pro-rata County taxes that I will pay at closing?
	How much are annual town/county taxes on this parcel?
	View Property
	Determined value of parcel & your ultimate auction bid?

DISCLAIMER: THIS LIST IS NOT INTENDED TO BE LEGAL ADVICE OR AN ALL-ENCOMPASSING SERIES OF STEPS YOU SHOULD PERFORM AS PART OF YOUR DUE DILIGENCE. RELY ON YOUR OWN DISCOVERY OF INFORMATION AND FACT CHECKING. PLEASE CONSULT AN ATTORNEY OR TAX PROFESSIONAL FOR LEGAL GUIDANCE AND ADDITIONAL RECOMMENDATIONS.