

**SPECIAL COVID-19 JUDICIAL SALE INSTRUCTIONS FOR  
SUCCESSFUL 3<sup>RD</sup> PARTY BIDDERS**

**Please remember that you are required to adhere to social distancing rules. If you do not comply, you will be removed from the sale.**

**At the conclusion of the sale, everyone other than the successful bidders must leave the area immediately while continuing to maintain social distancing.**

**If you are the successful bidder at the conclusion of the sale please follow these instructions:**

1. Stay seated where you are and the MIE staff will call you up one at a time to a specific location and complete your bid sheet for you.
2. Upon returning to our office, the Court will scan and e-mail the bid compliance instruction sheet to you.
3. You will be required to deliver your deposit to the court via the Clerk of Court drive-thru before 4:00pm. The drive-thru is located on the side of the Judicial Center closest to Lexington United Methodist Church.
4. Be sure to put the check in an envelope and write **Master In Equity** on the front of it.
5. E-mail the court once you have dropped the check off.
6. All checks will be held for 48 hours prior to being entered by MIE staff. We will then e-mail the receipt to you.

**Instructions for Compliance with your Bid**

**You or your closing agent need to contact the court 3-4 days \*via e-mail before you plan to comply so that we can calculate your payoff amount for the day you plan to comply and confirm the correct name for the deed.** \*email: Gail Faircloth at: [gfaircloth@lex-co.com](mailto:gfaircloth@lex-co.com) and/or Leslie Shealy at: [lshealy@lex-co.com](mailto:lshealy@lex-co.com)

The deed will be issued in the name you list under **item B**. on your green bid sheet unless you provide an assignment. If an assignment is needed please drop off the original assignment with your check as instructed below.

Please use the following drop off instructions for your check:

- You will be required to deliver your compliance check to the court via the **Clerk of Court drive-thru before 4:00pm**. The drive-thru is located on the side of the Judicial Center closest to Lexington United Methodist Church.
- Be sure to put the check in an envelope and write **Master In Equity** on the front of it.
- E-mail the court with the date and approximate time that you dropped the check off.
- All checks will be held for **48 hours** prior to being entered by MIE staff. We will then e-mail the receipt to you.
- The **deed will be mailed** to you after we receipt your check.