

SALE INSTRUCTIONS FOR SUCCESSFUL 3RD PARTY BIDDERS

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

- Stay seated where you are and the MIE staff will call you up one at a time to a specific location and give you instructions on how to complete your bid sheet.
- **All deposit and compliance checks** are to be placed in the **MIE DROP BOX** on the 2nd floor of the Lexington County Judicial Center **before 4:00pm.** When you get off the elevator, take 2 quick rights and the box is located to the left of the phone on the wall.
- The check **MUST** be put in a **sealed envelope** with **Judge Spence's name, the roster number and MIE Court** on the front of the envelope.
- Be sure to include the case name/case number on the check and/or the envelope.
- Email or call (803-785-8291) the MIE Court to notify us when you have dropped off the **CERTIFIED** check. Please be sure to include all staff of the MIE office on the notification email.
- **Do NOT** ask for a payoff on sale day. Be sure to request the payoff **at least 3 business days** in advance of the date you plan to comply.(bring us the check) **Example:** If you email on Monday, you should be requesting a payoff good thru Thursday or later. **DO NOT** ask for a payoff for the next day.
- We will email all receipts and payoff requests to you.

Instructions for Compliance with your Bid:

1. You or your closing attorney need to contact the court **3-4 days **via email**** before you plan to comply so that we can calculate your payoff amount for the requested date of compliance.
2. We will also ask you to confirm the **correct name** that will be put on the Deed/Satisfaction.
3. The Deed will be issued in the name you list under **Item B** on your green bid sheet unless you provide an **Assignment of Bid** to put it in another name. If an assignment is needed, you will have to put the **ORIGINAL Assignment of Bid with your check** in the drop box as instructed below.
4. To **request the payoff**, you will email the MIE office. Please be sure to include all staff of the MIE office on the request email.

Please use the following drop off instructions for your compliance check:

5. **All deposit and compliance checks** are to be placed in the **MIE DROP BOX** on the 2nd floor of the Lexington County Judicial Center **before 4:00pm.** When you get off the elevator, take 2 quick rights and the box is located to the left of the phone on the wall.
6. Our system will only allow us to accept 2 checks as payment. **More than 2 checks WILL NOT be accepted.**
7. The check **MUST** be put in a **sealed envelope** with **Judge Spence's name, the roster number and MIE Court** on the front of the envelope.
8. Be sure to include the case name/case number on the check and/or the envelope.
9. Email or call (803-785-8291) the MIE Court to notify us when you have dropped off the **CERTIFIED** check. Please be sure to include all staff of the MIE office on the notification email.

ALL DEEDS AND SATISFACTIONS WILL BE MAILED to you, the bidder, or your closing attorney if requested. These **will be mailed** to the address you list in the email when the bidder/closing attorney requests the payoff amount.

The compliance receipt will be **emailed** to you.