

**THE ROBESON COUNTY POLICY
REGARDING THE SALE OF REAL PROPERTY OWNED BY ROBESON COUNTY
AS A RESULT OF A TAX FORECLOSURE SALE**

Purpose. The purpose of this policy is to establish a system that will promote a fair and effective means for anyone to buy property which Robeson County has obtained at a tax foreclosure sale.

Authority. Robeson County hereby adopts this policy under the authority granted by North Carolina General Statutes 105-376(c), 153A-176, 160A-267, and 160A-269. All of said statutes are fully set forth in Appendix A.

**S e c t i o n I
O v e r v i e w o f B i d P r o c e s s**

1. Robeson County, through the Assistant County Manager, will accept bids on real property which Robeson County has obtained through a property tax foreclosure proceeding and which are identified by a Parcel Identification Number in the Tax Mapping Department of the Robeson County Tax Office.
2. Any initial bids received on foreclosed property shall first be presented to the Board of Commissioners for a proposed acceptance. The Board of Commissioners has the right to either accept or reject the offer on foreclosed property as set forth in the North Carolina General Statutes 160A-269.
3. If the Board of Commissioners issues a proposed acceptance of an offer, the bidder will be required to pay to the County a bid deposit in the amount of 5% of the proposed bid or \$150.00, whichever is greater. The bidder must also pay the County \$120.00 to cover the costs of advertisement for publication of the Notice of Offer.
4. The property shall be advertised in a newspaper of local circulation as a "Notice of Offer". Such notice shall state that any person may raise the bid by an amount not less than 10% of the first \$1,000 and 5% thereafter, within ten (10) days of the date of publication.
5. Ten (10) days from the date of publication shall be allowed for any upset bids. Any upset bid must increase the prior bid by an amount not less than 10% of the first \$1,000, and 5% thereafter, in order to be a valid upset bid. If no upset bids are received in the ten (10) day period, the offer shall go before the Board of Commissioners for final acceptance of the offer and authorization of sale.
6. If an upset bid is received during the ten (10) day period, the upset bidder shall deposit with the County an upset bid deposit in the amount of 5% of the upset bid, or \$150.00, whichever is greater. The upset bidder will also pay to the County \$120.00 to cover the cost of advertising the upset bid.
7. Ten (10) days from the date of publication will again be allowed for any other upset bids. If no other upset bids are received in the ten (10) day period, the offer shall go

before the Board of Commissioners for final acceptance of the offer and authorization of sale.

8. The entire process shall continue until a ten (10) day period passes following the date of publication of a bid without any further upset bids being received. At this point in time, the last bid received shall go before the Board of Commissioners for final acceptance of the offer and authorization of sale.
9. Upon final acceptance of an offer and approval of a sale by the Robeson County Board of Commissioners, the bidder shall pay his bid to the County in its entirety.
10. After the bidder has made payment to Robeson County for the entire amount of his bid, Robeson County shall execute a quitclaim deed to the bidder.
11. The Robeson County Board of Commissioners may at any time reject any bid received.

S e c t i o n I I

Responsibility of Parties

A. Responsibility of Personnel

County personnel shall inform the property bidders that all the foreclosed properties are maintained on the Tax Department's computer systems, and that Robeson County will no longer accept bids on property contained in the old tax books.

B. Responsibility of Initial Bidders on Foreclosed Property

1. Any person interested in buying foreclosed property in Robeson County shall first obtain the parcel identification number of said property through the Robeson County Tax Department, GIS Division.
2. After obtaining the parcel identification number, the bidder shall submit his bid to the County Property Tax Paralegal. The bidder must identify the property by the parcel identification number obtained in the Tax Mapping GIS Division before the Paralegal will take the bid.
3. The Property Tax Paralegal shall fill out the necessary forms, including the Offer to Purchase, and the Individual Information Sheet; however, the bidder shall be required to assist the Paralegal by supplying the Paralegal with any and all necessary information, including the bidder's name, address, telephone number, the parcel identification number, and the amount of his or her bid. The bidder shall be required to sign the necessary documents.
4. After proposed acceptance of the offer by the Robeson County Board of Commissioners, the bidder shall be contacted to bring in funds for deposit to the Assistant County Manager. Such funds shall consist of the following: a bid deposit in the amount of 5% of the bid, or \$150.00, whichever is greater, plus \$120.00 for advertising costs.

5. If the initial bid is not upset within the ten (10) days after it is advertised, the bid shall go before the Board of Commissioners for final acceptance and authorization of sale. If the Board accepts the bid and approves the sale, the bidder shall be required to pay the entire bid price to the County before receiving a deed. The bidder shall be responsible for recording the deed.

C. Responsibility of Property Tax Paralegal

1. The Property Tax Paralegal, in conjunction with the Assistant County Manager shall fill out the Information Sheet and Offer to Purchase completely, making sure that the Offer to Purchase has been signed by the bidder, leaving the Paralegal's initials in the upper right hand corner. (No deposits shall be taken at this time.)
2. The Paralegal shall stamp the date and time upon each Offer to Purchase immediately upon receipt.
3. The Paralegal shall create a file (red) on the subject property. Such file shall include the Information Sheet and the Offer to Purchase. The Paralegal shall deliver said file to the Assistant County Manager immediately upon its creation.
4. The Paralegal shall begin a title examination immediately and upon completion, shall send a report of the foreclosed property to the County Attorney, the County Manager, and the Assistant County Manager to be contained in red file. The Paralegal shall include a copy of the corresponding tax map, property tax card, deed of the prior owner, documentation concerning tax foreclosure on the subject property, and the sheriff's deed transferring title to Robeson County with the report to each of the three persons listed above.
5. The County Attorney's Office shall prepare the Notice of Offer and the Resolution of proposed acceptance. The County Attorney shall produce a title opinion concerning the foreclosed property. The Paralegal shall place these documents in the red file. The Paralegal shall be responsible for ensuring that all documents received from the County Attorney are present at the meeting at which the initial bid goes before the Board of Commissioners for proposed acceptance.

D. Responsibility of the Assistant County Manager

1. The Assistant County Manager shall receive information from the Property Tax Paralegal in the (red) file on foreclosed property and shall collect all other documents related to that file as set out below.
2. The Assistant County Manager shall hold the file until the bid and Offer to Purchase has been proposed for acceptance by the Board. When the Board approves the Offer to Purchase and bid, the Assistant County Manager should ensure that the Clerk to the Board of Commissioners has the Resolution signed, attested, and put in the (red) file.

3. After the Board has issued a proposed acceptance (or rejection) of the bid on the foreclosed property, the Assistant County Manager shall notify the bidder accordingly. If the Board has issued a proposed acceptance, the Assistant County Manager shall collect from the bidder a bid deposit in the amount of 5% of the bid or \$150.00, whichever is greater, plus \$120.00 for advertising costs. The Assistant County Manager shall deposit all funds received through the Finance Department.
4. The Assistant County Manager shall ensure that the County Attorney's Office takes the original and a copy of the advertisement (Notice of Offer) to the Robesonian. The advertisement shall run one time. It does not matter which day the advertisement runs. The Assistant County Manager shall note the date the advertisement will appear in the paper on the copy. The County Attorney's Office shall ask the Robesonian to send an Affidavit of Publication after publication to the Clerk to the Board of Commissioners.
5. If a period of ten (10) days passes from the date of said property being advertised, and there is no upset bid, the Assistant County Manager shall notify the County Attorney. The Assistant County Manager shall ensure that the County Attorney's Office prepares the Deed and Resolution of Sale pursuant to the County Attorney's instructions and shall have both required signature at the Board of Commissioners meeting at which the bid is presented for final acceptance and authorization of sale.
6. If the Board of Commissioners grants final approval of the bid and authorizes the sale, the Assistant County Manager shall first make sure that all necessary documents (the deed, the Resolution of Sale, etc.) are properly signed and attested. The Assistant County Manager shall then transfer the deed to the bidder upon the bidder's payment of his entire bid amount.
7. The Assistant County Manager will be responsible for making sure that all bid deposits from other bidders on the subject property are refunded upon final acceptance of sale by the Board of Commissioners.

E. Responsibility of County Attorney

1. Upon receipt of the title examination report from the Property Tax Paralegal, the County Attorney shall render a title opinion of the foreclosed property to the County Manager and shall copy said title opinion to the Clerk to the Board for the (red) file prior to the matter being considered by the Board of Commissioners for the first time.
2. The Assistant County Manager shall be responsible for presenting the initial bid to the Board of Commissioners for their proposed acceptance. The County Attorney shall be prepared to answer any questions concerning the subject property which may arise at this presentation.
3. The County Attorney shall be responsible for directing the Paralegal as to the preparation of all necessary documents associated with the sale process.
4. Upon being notified by the Assistant County Manager that a ten-day period has passed

following the publication of a bid without the receipt of further bids, the County Attorney shall be responsible for bringing the final bid to the Board of Commissioners for their final approval and authorization of sale.

Section III Upset Bid Process

This procedure shall be the same as in Section II except for the following:

Amount of Upset Bid

The amount of the upset bid must raise the prior bid by 10% of the first \$1,000.00 and 5% of anything above \$1,000.00 as required by G.S. 160A-269.

Responsibility of Upset Bidder

The bidder shall submit any upset bids to the Clerk and deposit with the Clerk 5% of the upset bid or \$150.00, whichever is greater and \$120.00 for advertisement.

Responsibility of the Assistant County Manager

The Assistant County Manager shall be responsible for filling out the Offer to Purchase for the upset bid as well as the Information Sheet. The Assistant County Manager shall be responsible for making sure that the amount of the upset bid exceeds the prior bid by at least 10% of the first \$1,000.00 and 5% of anything thereafter.

1. The Assistant County Manager shall collect the bid deposit at the same time as the Offer to Purchase and Information Sheet are filled out. Said bid deposit shall be in the amount of 5% of the upset bid or \$150.00, whichever is greater.
2. The Assistant County Manager shall also collect advertising costs of \$120.00 from the bidder.
3. Upon receipt of an upset bid, the Assistant County Manager shall inform the County Attorney's Office who will then ensure that a new Notice of Offer is prepared and delivered for immediate publication to the newspaper of local circulation. The ad shall run once. The Assistant County Manager shall note the dates the ad will appear in the paper on the copy. The County Attorney's Office shall request the newspaper to send an Affidavit of Publication to the Clerk to the Board of Commissioners after publication.
4. If ten (10) days passes without receipt of an upset bid, the Assistant County Manager shall proceed according to the Assistant County Manager's responsibilities in Section 11.D above. If another upset bid is received, the Assistant County Manager shall proceed according to the provisions in this section.
5. Only one (1) upset bid may be received in a ten (10) day period. As soon as an upset bid is received, it shall be advertised immediately, and a new ten (10) day period for upset bidding shall commence from the date of publication of the upset bid.

Section IV

Prior Owners

The Robeson County Board of Commissioners may, in its discretion, "resell such property to the former owner, or to any other person having an interest in the property at a private sale for an amount not less than the taxing unit's interest therein if it holds the property as sole owner or for an amount not less than the total interests of all taxing units (other than special assessments due the taxing unit holding title) if it holds the property for the benefit of all such units." N.C.G.S. 105-376(c). The procedures outlined in N.C.G.S. 160A-267 governing private sales shall be followed.

1. The Property Tax Paralegal shall proceed in exactly the same manner for prior owners or other interest holders as is set out in Section II, Part C. The Assistant County Manager shall collect all documentation from the Paralegal and have it available at the meeting at which the Board of Commissioners considers the bid of the prior owner or other interest holder.
2. The County Attorney shall bring the matter before the Board of Commissioners for their consideration and decision. The County Attorney shall further be responsible for preparing the Resolution authorizing the private sale for signature by the Chairman of the Board of Commissioners.
3. A notice summarizing the contents of the Resolution shall be published in the local newspaper one time. The County Attorney's Office shall be responsible for the advertisement. The former owner (or other interest holder) shall be required to pay an advertising fee of \$120.00.
4. After the notice has been published and a ten (10) day period has passed, the County Attorney shall prepare a quitclaim deed transferring the property to the former owner (or interest holder). The County Attorney shall forward said deed to the Assistant County Manager. The Assistant County Manager shall be responsible for making sure that the entire amount of the sales price authorized by the Board of Commissioners is paid before transferring the deed to the former owner (or interest holder). The former owner (or interest holder) shall be responsible for recording the quitclaim deed.
5. If Robeson County receives a public bid on property which it has acquired at a tax foreclosure sale, Robeson County will no longer negotiate private sales with prior property owners or other interest holders.

Appendix A

North Carolina General Statute 105-376(c) Resale of Real Property Purchased by Taxing Units

"Resale of Real Property by Taxing Units. - Real property purchased at a tax foreclosure sale by a taxing unit may be resold at any time (for such price as the governing body of the taxing unit may approve) at a sale conducted in the manner provided by law for sales of

other real property of the taxing unit. However, a purchasing taxing unit, in the discretion of its governing body, may resell such property to the former owner or to any other person formerly having an interest in the property at private sale for an amount not less than the taxing unit's interest therein if it holds the property as sole owner or for an amount not less than the total interests of all taxing units (other than special assessments due the taxing unit holding title) if it holds the property for the benefit of all such units."

**North Carolina General Statute 153A-176
Disposition of Property**

"A county may dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12. For purposes of this section, references in Chapter 160A, Article 12, to the "city", the "council", or a specific city official are deemed to refer, respectively, to the county, the board of commissioners and the county official who most nearly performs the same duties performed by the specified city official. For purposes of this section, references in G.S. 160A-266(c) to "one or more city officials" are deemed to refer to one or more county officials designated by the board of county commissioners."

**North Carolina General Statute 160A-267
Private Sale**

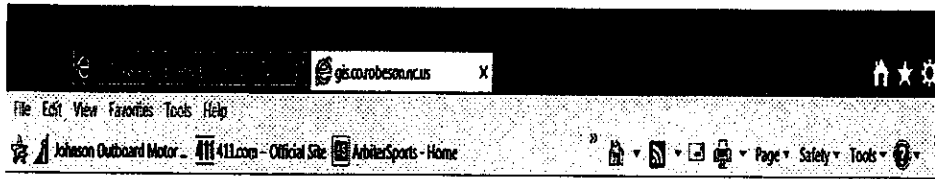
"When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereafter until ten (10) days after its publication."

**North Carolina General Statute 160A-269
Negotiated Offer, Advertisement and Upset Bids**

"A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall re-advertise the offer at the increased bid. This procedure shall be repeated until no further qualifying bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers."

Link to Robeson County GIS Website

<http://gis.co.robeson.nc.us/ConnectGIS v6/Map.aspx?p=Robeson>



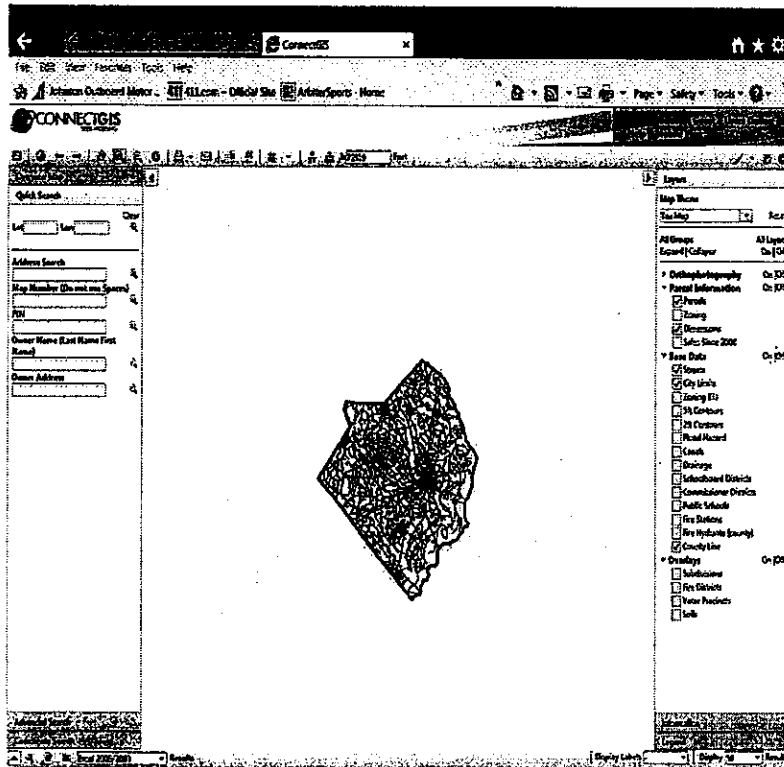
In order to access this site, you must accept the following disclaimer:

The information contained on this or any other associated page is NOT to be construed or used as a "legal description". Map information is believed to be accurate but accuracy is not guaranteed. This information is compiled from recorded deeds, plats and other public data. Users of the Robeson County Geographic Information System are hereby notified that the aforementioned information sources should be consulted for verification of the information contained on this map. Any errors or omissions should be reported to the Robeson County Geographic

I accept this disclaimer

I do NOT accept this disclaimer

Place parcel number in map number block and click on the magnifying glass to the right



Upcoming Tax Foreclosures can be found at the following website:

<http://co.robeson.nc.us/departments-p-z/tax/>

Tax Year	Parcel Number	Town Exempt Code	Legal Description	Deed Acres
2017	35090102602	35 E14	LT NORTH NC HWY 711	.020
2017	300804101	30 E14	YETTA WEINSTEIN SUBDIV	.030
2017	300804108	30 E14	LT 40 WEINSTEIN SUBDIV	.040
2017	300804105	30 E14	LT 41 WEINSTEIN SUBDIV	.040
2017	300804104	30 E14	LT 42 WEINSTEIN SUBDIV	.040
2017	300804115	30 E14	LT 38 WEINSTEIN SUBDIV	.040
2017	300804113	30 E14	LT 30 WEINSTEIN SUBDIV	.060
2017	300604051	30 E14	LT NEAR COL SCH & LIBER	.060
2017	010802039	1 E14	LT 1 BLK 12 PLAT OF RAEM	.080
2017	324401005	32 E14	LT FRENCHMORE EXT SD	.090
2017	361703033	36 E14	LT 32 JANIE M McMILLAN	.110
2017	212401035	21 E14	LTS BROOKLYN PARK	.120
2017	330603012	33 E14	LT 24 S/S GRAHAM ST	.120
2017	212401037	21 E14	LTS 14&15 BROOKLYN PARK	.140
2017	128906004	12 E14	LT 4 SAM FLOYD SUB	.150
2017	325701031	32 E14	LT PINWOOD FOREST SD	.170
2017	325701026	32 E14	LT PINE WOOD FOREST SUB	.170
2017	325701024	32 E14	LT 95 PINWOOD FOREST	.170
2017	325602015	32 E14	LT BLK B RIVERVIEW SD	.170
2017	324401006	32 E14	LT FRENCHMORE SD LT 34	.170
2017	010802025	1 E14	LT 24 BLK 12 RAEMON	.170
2017	050603002	5 E14	LT 63 E/S PARK	.170
2017	300804019	30 E14	LT 615 CANAL ST	.180
2017	10110201605	10 E14	LT 4 COX POND WATER FRON	.190
2017	325601018	32 E14	LT N/S OLD CREEK ROAD	.190
2017	010802009	1 E14	LT 4 BLK 15	.200
2017	362002003	36 E14	LT 2 SPELL SUBDIV	.210
2017	212401038	21 E14	LTS BROOKLYN PARK	.210
2017	10110201607	10 E14	LT 2 COX POND WATERFRONT	.220
2017	361501028	36 E14	LT 147 ROBBINS	.230
2017	10110201603	10 E14	LT 6 COX POND WATER FRON	.240
2017	325701019	32 E14	LTS PINWOOD FOREST SD	.250
2017	10110201602	10 E14	LT COX POND WATERFRONT	.250
2017	16100300701	16 E14	LT S/S SR1535	.260
2017	100102031	10 E14	LT 7 MUSSELWHITE ACRES S	.280
2017	16100300402	16 E14	LT E SOIL SR1535	.290
2017	325702028	32 E14	LTS PINWOOD FOREST SD	.320
2017	212402008	21 E14	LT N/S SR 1939	.330
2017	021602033	2 E14	LT SHERWOOD DR	.340
2017	13080100619A	13 E14	LT 218 B SUMMERWINDS DUMP	.350
2017	325702027	32 E14	LTS PINWOOD FOREST	.350
2017	33120200112	33 E14	LT NORTH US HWY 74 HOUSE	.360
2017	161003006	16 E14	LT EAST SR1535 GOOD DEAL	.380
2017	010802021	1 E14	LT RAEMON	.390
2017	110104098	11 E14	LT 22 LUMBER RIVER	.450
2017	110104099	11 E14	LT 21 LUMBER RIVER	.450
2017	340601013	34 E14	LT 6 BL 2 BANK ADDITION	.450
2017	110103039	11 E14	LT 19 SUBDIV PROP J HAR	.450
2017	230905121	23 E14	LT 51 SANDY GROVE SUBDIV	.460

Tax Year	Parcel Number	Town, Exempt Legal Description 1 Code Code	Deed Acres
2017	021604030	2 E14 LT 48 E/S SR 2235	.460
2017	041002026	4 E14 LT 13 CYPRESS LAKES SUBD	.460
2017	011301025	1 E14 LT 7 PLANTATION SUBDIV	.460
2017	151003006	15 E14 LT 58 J ABNER HUBBARD SD	.460
2017	151003007	15 E14 LT 59 J ABNER HUBBARD SD	.460
2017	151003008	15 E14 LOT 57 J ABNER HUBBARD S	.460
2017	151003009	15 E14 LOT 56 J ABNER HUBBARD S	.460
2017	151003010	15 E14 LT 55 J ABNER HUBBARD SU	.460
2017	151003011	15 E14 LT 54 J ABNER HUBBARD SU	.460
2017	300604059	30 E14 LT E/S WALNUT ST	.460
2017	011301024	1 E14 LT 6 PLANTATION SUBDIV	.460
2017	291601039	29 E14 LT 36 N/S SR 1002 M/H BUR	.460
2017	230905122	23 E14 LT 52 SANDY GROVE SUBDIV	.460
2017	051401042	5 E14 PLAY HILL CHARLIE JONES	.470
2017	081904195	8 E14 LT 99 LITTLEFIELD ACRES	.490
2017	13090400201	13 E14 LT S SRI720	.500
2017	160703004	16 E14 LT S/S SCL RR	.500
2017	110104097	11 E14 LT 23 LUMBER RIVER	.500
2017	081002003	8 E14 LT M HUMPHREY LD NW 1924	.510
2017	060402006	6 E14 LT 6 GADDYSVILLE EST NO 2	.510
2017	16100300102	16 E14 LT 6 LEWIS SMITH SUBDIV	.520
2017	309801017	30 E14 LT 2 308 CENTER ST	.520
2017	130903032	13 E14 N/E SIDE SR 1723	.530
2017	101801015	10 E14 LT 8 HESTERTOWN	.530
2017	16100300401	16 E14 LT E SRI535 ENCAPTURED M/	.530
2017	14100202107A	14 E14 LT 6 N/E S	.530
2017	325604031	32 E14 LT 1/2 A FREEMAN	.540
2017	041002048	4 E14 LT 16 CYPRESS LAKES SUBD	.550
2017	325601019	32 E14 LTS LONGVIEW SD	.570
2017	01130100715	1 E14 LT TR 11 DAN HARRIS EST	.580
2017	02190200112	2 E14 LT N/W SIDE SR 2426	.580
2017	161003005	16 E14 LT JL MCNEILL E SR 1535	.580
2017	10110201610	10 E14 N OF 195/SW OF LUMBER RIV	.580
2017	230905094	23 E14 LT 7 SHADY GROVE SUBDIV	.690
2017	230905096	23 E14 LT 5 SANDY GROVE SUBDIV	.690
2017	230905095	23 E14 LT 6 SANDY GROVE SUBDIV	.690
2017	030503037	3 E14 LT 39 END SUBDIV C R HAY	.710
2017	110302031	11 E14 LT E MAXTON	.750
2017	060501005	6 E14 LT 3 S/S NC HWY 130	.800
2017	140901019	14 E14 A S HWY 74 E SRI166	.850
2017	21240203307	21 E14 LT 7 HOLLIE HARRELL DIV	.870
2017	050606007	5 E14 LT 56 ARROW HEAD SUBD	.880
2017	361104020	36 E14 LT 119 5TH AVE ADD E/PORC	.880
2017	01130202901	1 E14 LT S/S SR 1131	.940
2017	23130102403	23 E14 E/S RED HILL RD	.950
2017	16070300202	16 E14 LT W/S SR 1535 M H PLUS A	.950
2017	16100300301	16 E14 LT SEC RD 1535	.960
2017	09010100431	9 E14 LT 33 SADDLEBROOK SEC 3	1.000
2017	021604049	2 E14 LTS 29/30 ROGER NEAL SUB	1.000

Tax Year	Parcel Number	Town Exempt Code	Legal Description 1	Deed Acres
2017	101102016	10 E14	LT N I 95 SW LUMBER RIVE	1.000
2017	070502021	7 E14	A M ROZIER E SR1955	1.100
2017	060501004	6 E14	A S HWY 130	1.100
2017	051303016	5 E14	LT 15 SOUTH SIDE SUBDIV	1.540
2017	110401022	11 E14	LT LUMBERTON RD	1.540
2017	325603006	32 E14	AC N OLD CREEK RD	2.310
2017	212002002	21 E14	LTS W/S SR1916 ELIZ ST E	2.700
2017	21210202326	21 E14	N/SIDE DEER TRIAL RD END	3.400
2017	01030201202	1 E14	AC N S SR 1188	3.510
2017	010302012	1 E14	AC N/S SR 1188	3.510

FINAL TOTALS
COUNT 108

*** END OF REPORT ***