

# GENERAL SURPLUS PROCESS

Please note: The Surplus process could take up to 9 months

The Office of Law approves all surplus packages before they are distributed for review!

If property is more than 0.10 acres:  
Research for the property consists of:  
  
Determining ownership  
Collection of Deeds  
Plat references  
Existing title search  
And any additional documentation

**STOP**  
Process Complete

Decision to Retain.

Decision to Surplus:  
Legislation submitted for sale to be approved by the Real Estate Division.

Once approved, notice is mailed to each adjacent property owner and the community association.

Value is assessed by an independent appraisal company.\*

Second notice is mailed to adjacent property owners and community association.

Notice of public auction or an invitation to purchase the property will be advertised at least once a week for 3 successive weeks in one or more newspapers of general circulation.

Property is sold to highest bidder.\*\*

Purchase price to be submitted to the Real Estate Division by bank or cashier's check only.

**STOP**  
Process Complete

Deed is processed conveying ownership of the property from the county to the new owner and fully executed "original" deeds are sent to the new property owner for recordation.

*\*If the value of the property is estimated to exceed \$10,000, the value shall be established by one independent real estate appraisal. If the value is estimated to exceed \$25,000, the value shall be established by the average of two independent real estate appraisals.*

*If the property is to be conveyed for a public purpose at a nominal consideration, the value may be established by an appraisal prepared by the Department of Public Works of the Department's designee.*

*\*\*When approval by ordinance is required: Approval by ordinance of the County Council is required for sale of property for which the purchasing price is less than 90% of its appraised value or appraised at \$50,000 or more.*