

Auction Checklist

Before Auction:

- Cashiers Checks Split Up In Increments
- Bid Sheet with properties and final bid amounts
- Photocopies or scans of cashiers checks saved
- Power Of Attorney Form For Authorization To Bid
- Photo ID
- Cashier Check Tracking Form
- Fully Charged Phone
- Extra Phone Battery Charger
- Address/Vesting Labels
- Water/Snacks
- Clipboard
- Envelopes
- Gallon Zip Lock Bag if raining
- Earphones
- Pen/Pencil
- Route Plan and parking plan for auction- Get there early!

After Successfully Bidding:

- Double Check receipt
- Cashiers Checks match
- legal description/borrower name matches
- Vesting Address correct
- Refund amount correct
- refund address correct
- Name and phone number of auctioneer in case of issue
(Write it down on receipt)