



## Realty for Sale Webpage Checklist

### ***Required Information regarding the property:***

- District
- County
- Acreage
- Address
- Description
- Access to property
- Probable Use
- Parcel ID or Coordinates
- Map (*See \*Essential information below for mapping options.*)

### ***Required information regarding the bidding process or sale of parcel:***

- Bid Proposal and or Sales Agreement
- Details of how the bid will be placed (address, etc.)
- Contact Person - address and or phone number or e-mail address
- Bid closing – Day, Date and Time
- Public Auction – Date, Time, Location

### ***Essential information pertaining to the property, if available or applicable:***

- Maps
  - City Map
  - County Assessor Map
  - Aerial Map (*showing location and approximate size of property*)
  - Zoning Map
- Photo of property or improvements
- Legal Land Description
- Plat
- Quitclaim Deed
- Survey
- Title Commitment