

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 complete your bid sheet for you.
- All **deposit and compliance checks** are to be placed in the **MIE DROP BOX** on the 2nd floor of the Lex. Co. Judicial Center **before 4:00 p.m.** When you get off the elevator take two quick rights and the box is located to the left of the phone on the wall.
- The check and especially if you have cash **must** be put in a **sealed** envelope with **Judge Spence's name and MIE Court** on the front of the envelope.
- Be sure to include the **case name and 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 check. Please e-mail all (3): lshealy@lex-co.com – gfaircloth@lex-co.com – cglucas@lex-co.com
- **Do NOT** ask for a payoff on sale day. Be sure to request the payoff **at least 3** days in advance of the date you plan to comply (bring us the check). Example: If you e-mail on Monday you should request a payoff good for Thursday or later. Please **do not** ask for a payoff for the next day.
- We will e-mail the receipt to you.

Instructions for Compliance with your Bid

You or your closing attorney need to contact the court 3-4 days *via e-mail before you plan to comply so that we can calculate your payoff amount for the day you plan to comply and confirm the correct name for the deed. *email: Gail Faircloth (gfaircloth@lex-co.com), Leslie Shealy (lshealy@lex-co.com) and Crystal Lucas (cglucas@lex-co.com).

The deed will be issued in the name you list under **item B.** on your green bid sheet unless you provide an assignment. If an assignment is needed please drop off the **original assignment with your check as instructed below.**

Please use the following drop off instructions for your check:

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- **All deeds and satisfactions** will be **mailed** to the bidder at the address they list in their e-mail when the bidder/attorney requests a payoff amount.
- We will e-mail the receipt to you.