



Sheriff's Sale Procedures for Third Party Buyers

- A. Prior to the Sheriff's Sale, all persons wanting to bid on a property **must complete and file with the Clerk of Court** the Eligible Third-Party Bidder Affidavit ([CV-550](#)) **for each property they intend on bidding on**. The eligible bidder is responsible for providing a file-stamped copy of the form to the Sheriff's Office at the beginning of the sale. (If you are not a Third-Party Bidder, please provide identification indicating one of the following: 1) party in the foreclosure action, 2) an agent of a party in the foreclosure action, or 3) an assignee of the plaintiff in the foreclosure action pursuant to Wis. Stat. § 846.155).
- B. At the time of the Sheriff's Sale, the **Third-Party Buyer must pay 10% of the total bid as the down payment to the Sheriff's Office staff immediately after the sale through certified funds** (cashier's check, money order, or cash ONLY). The Sheriff's Office will deliver the payment to the Clerk of Court's Office **by 4:30 p.m. the day of the sale**,
- C. The Third-Party Buyer is required to provide purchaser information to the Sheriff's Office, which will be used by the Plaintiff's (foreclosing lender's) Attorney to draft the electronic transfer return receipt and the Sheriff's Deed. If the Third-Party Buyer needs to make changes to this information, they must contact the Plaintiff's Attorney.
- D. The Confirmation of Sale Hearing will be scheduled by the Plaintiff's Attorney with the Court. The Plaintiff's Attorney will send notice of the hearing to the Third-Party Buyer, along with the proposed Order Confirming Sale. You can also visit [wcca.wicourts.gov](#) and enter the case number to see if the hearing has been scheduled yet. **Please note:** buyers are not required to attend the Confirmation of Sale Hearing, but are welcome to do so.
- E. **Within 10 business days after the Confirmation of Sale Hearing** the Third-Party Buyer must ensure all of the following are completed:
 - a. Pay the remaining amount of bid to the Clerk of Court's Office with certified funds only. If the buyer does **NOT** pay the remaining balance within 10 business days, they forfeit the 10% down payment to the foreclosing lender.
 - b. Pay the **Transfer Fee and Recording Fee**. The Recording Fee is \$30 to record the Deed, but the Transfer Fee is calculated based on the purchase price. Please consult the Order Confirming Sale provided by the Plaintiff's Attorney regarding the amount of the transfer fee and to whom the fees are to be paid.
- F. If a writ of assistance is needed after the Confirmation of Sale Hearing to remove any occupants from the property, it is the Third-Party Buyer's responsibility to draft and provide the writ to the Court along with a \$5.00 filing fee. Once the writ is granted and signed by the Court, the Third-Party Buyer will need to contact and provide the writ to the Sheriff's Office for service.

****St. Croix County employees are NOT attorneys and, therefore cannot give legal advice. All legal questions should be directed to a licensed attorney.****

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