

Sale of County-Owned Property

The SALE OF COUNTY-OWNED REAL AND PERSONAL PROPERTY, written and executed in an Ordinance of Washington County, Florida; Ordinance NO. 18-8

Outlined below, you will find a brief synopsis of the process to be completed by potential buyers of Washington County, County-Owned Property.

Disclaimer: *This is a brief synopsis of RECOMMENDATIONS to aid in the purchasing process. This is NOT a legally binding document. Washington County Board of County Commissioners urges all potential buyers to do their due diligence before making an offer or purchasing County Owned Property.*

1. For a list of County-Owned Properties, please visit the Washington County Board of Commissioners Website: www.washingtonfl.com.
2. From the Property Appraiser's Website, select Property Records Search, at the top, right of the page. Choose the **Search by Name** bar, type **Washington County** and then press **Enter**. This will yield results for ALL County Owned Properties. *It is the responsibility of the potential buyer to due diligence and research property before offer is submitted with intent to purchase.* Select any parcel number to research the properties.
3. To make an offer, please submit the Offer to **Purchase County-Owned Property** form (found on website) to wadmin@washingtonfl.com.
4. Offer must be received thirty (30) days prior to the upcoming Washington County Board of County Commissioner's Meeting for processing.
5. You will be contacted and advised if offer will be taken before the Board of County Commissioners. Your presence at the meeting is not required.
6. Following the meeting, you will be contacted and advised if offer was accepted.
7. If accepted, you may pick-up Quit Claim Deed five (5) business days following the board meeting and exchange funds in the form of cashier's check or money order at the Board of County Commissioners Office: 1331 South Blvd. Chipley, FL 32428.
8. After receiving Quit Claim Deed, you must take deed to Clerk's Office for recording at buyer's expense.