

FOR AUCTIONS WITH VEHICLES -  
 Follow 'Vehicles' deadlines  
 for all units in the sale.

# ARE YOU READY?

**Units**

**Vehicles**

**\*\*Units to be Auctioned\*\***

	Units	Vehicles	Unit #	Name	Amt Due
Letter to DMV - for vehicle title search Contact Admin Coordinator with VIN and Plate #	_____	_____	_____	_____	_____
	50 days	_____			
Lien procedures checklists due by: -prior to sale-	_____	_____	_____	_____	_____
	30 days	41 days			
Cut locks and Inventory by: -prior to sale-	_____	_____	_____	_____	_____
	25 days	36 days			
Send Publication Notice to paper by: - 5 business days prior to 1 <sup>st</sup> publication-	_____	_____	_____	_____	_____
	19 days	30 days			
1st Publication date not less than: - prior to sale-	<u>All Units</u>	<u>Vehicles only</u>	_____	_____	_____
	14 days	24 days			
2 <sup>nd</sup> publication date:	<u>All Units</u>	<u>All Units</u>	_____	_____	_____
3 <sup>rd</sup> publication date:	_____	<u>All Units</u>	_____	_____	_____
Send Auction Letters (cert. & reg. mail) by: -deadline, prior to sale-	_____	_____	_____	_____	_____
	15 days	15 days			
Mail flyers - display on counters, etc.. -prior to sale-	_____	_____	_____	_____	_____
	10 days	10 days			
'Auction Saturday' Banner or sign put out: -Monday prior to sale-	_____	_____	_____	_____	_____
	5 days	5 days			
Bid Sheet (30), Sign-in sheets (2), Auction Rules, Successful Bidder sheets, & map	_____	_____	_____	_____	_____
	1 day	1 day			
Add Auction Preparation Fee-10% of debt owed	_____	_____	_____	_____	_____
	Night before sale	Night before sale			
Put out 'Auction Today' signs - 1 hour prior to sale-	_____	_____	_____	_____	_____
	<b>Day of Sale</b>	<b>Day of Sale</b>			