

**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 st publication-	19 days	30 days			
1st Publication date not less than: - prior to sale-	All Units 14 days	Vehicles only 24 days			
2 nd publication date	All Units	All Units			
3 rd publication date:		All Units			
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-	Day of Sale	Day of Sale			