

Chippewa County Sheriff's Office

Travis Hakes, Sheriff

Curt Dutton, Chief Deputy

Sheriff's Sale Requirements for Third Party Purchaser

Per ACT 104, s.846.16 to s.846.16(3m), effective 12/2017

1. **Immediately following the sale, you must file the Eligible Third-Party Bidder Affidavit and make a 10% down payment to the Clerk of Courts.**
2. The purchaser must provide information to the plaintiff's attorney for completion of the Electronic Transfer Return under Wis. Stat. 77.22.
3. The plaintiff's attorney will send the Deed to the Sheriff's Office for signature and notarization. This will then be forwarded by the Sheriff to the Clerk of Court.
4. The plaintiff's attorney will prepare and provide the Clerk of Court with the Electronic Transfer Return Receipt.
5. The plaintiff's attorney will schedule the Confirmation of Sale with the Court's Judicial Assistant.
6. **Within 10 days after the Confirmation of Sale the purchaser must:**
 - Pay the balance of the purchase amount to the Clerk of Court.
 - Submit the Real Estate Transfer Fee for all non-exempt sales per Wis. Stat. 77.25 in the amount of \$3/\$1000 of value transferred and the Recording Fee as indicated in the Order Confirming Sale. (Both fees are payable to the Register of Deeds)
7. Based on the Order Confirming Sale, the Clerk of Court will provide the Register of Deeds with the Deed, Electronic Transfer Return, copy of Order Confirming Sale and any provided recording fees.

Please note: If, after the Confirmation of Sale, the property has restricted access (locked doors, padlock, etc.), it is the purchaser's responsibility to obtain their own means to enter the property. The Sheriff's Office does not have keys for the property.

If the homeowner/tenant has not vacated the property, a Writ of Assistance will be required to evict the tenant(s).