

How to Participate

Introduction

Please read these User Instructions carefully. You are advised to practice using the website with the assistance of the online recorded Demo to acquire personal mastery of website functionality. The Demo link is located on the left hand tool bar of the homepage, under **Tax Deed Instructions** (<https://solano.mytaxsale.com>).

In addition, you are advised to read carefully all other instructions provided on the website (and elsewhere as indicated), all of which are essential to acquire such mastery. Representatives of Grant Street Group (“the Auction Agent”) are available via email at DeedAuction@GrantStreet.com or via phone at (877) 274-9320 between 8:00 a.m. and 5:00 p.m. EST on business days to provide instruction and answer questions regarding use of the website. If you have any questions about specific parcels, please contact the Solano County Treasurer-Tax Collector’s (“County”) office via email at ttcc@solanocounty.com or by phone (707) 784-7485 between 8:00 a.m. and 5:00 p.m. PST on business days.

Registration

To be eligible to bid at an auction, you must first register online at <https://solano.mytaxsale.com>. Registration is free and you do not need to register solely to view an auction, see results or research property. Bidders must register using proper names. Use of fictitious names and initials for bidding purposes will be deemed to constitute bad faith bidding. The County reserves the right to require proof of a bidder’s name and/or affiliation.

Steps to Complete Registration:

1. On the top, right-hand section of the Home page, click ‘**REGISTER**’.
2. Create a User ID and provide all requested information on the **Registration** page.
3. Click ‘**SUBMIT**’. A message confirming your registration is sent to the email address you entered on the **Registration** page. **To complete your registration, follow the instructions listed in the email.**

Note: If you do not receive this email, be sure to check your spam/junk folders in your email accounts. The registration emails sometimes get quarantined by spam filters.

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Deposits

Before you submit bids into an auction, you must make a deposit. An advance deposit of \$5000.00 and a non-refundable \$35.00 bid deposit processing fee must be made online through the electronic auction website via ACH/Electronic Debit transfer.

NOTE: All deposits must be submitted prior to the deposit deadline and marked as “Valid” in order to place bids in an auction.

Steps to Submit a Deposit via the website:

1. Login with your user name and password and go to the “**My Payments**” link on the left hand tool bar of the **Home** page.
2. On the bottom right-hand part of the table click “**SUBMIT DEPOSIT**”.
3. Enter your banking information as instructed on the screen and click “**SUBMIT**”.

Note: Once you submit a deposit via ACH/Electronic Debit, if you return to “**My Payments**” screen you will see the deposit identified as “**Pending**”. Once these funds have successfully settled, the status will change to “**Valid**” and you will be able to bid.

Affiliates

Affiliates are parties who you intend to have the deed issued to. You can enter Affiliates during registration and you may add to your Affiliates list as needed using the “**My Account**” page.

Steps to Add Affiliates:

1. Click the “**My Account**” link on the left hand tool bar of the **Home** page or from the top right link next to your USER ID.
2. You can also add names from Step 2 on the Pre-Auction checklist. This link will take you to the “**My Account**” page.
3. Once the auction is closed, you will be asked to complete the vesting information. The names available for you to choose from are the names in your Affiliates list. If you need to add a name, go to the “**My Account**” page. You will be asked to submit Vesting Information for all properties that you have won.

Participating in an Auction

Once you have submitted a deposit and the auction is accepting bids, you will be able to:

Select a Sale

You can select a sale via the “**Upcoming Auctions**” link or the “**Auction Calendar**” link located on the Home page.

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Access the Bid Page

The Bid page allows you to place bids in an auction. Note the following:

- **Start Time** – listed on the top left of the bid page table. Bidders with valid deposits can begin submitting bids at that time.
- **Close Date and Time** – note that each property has a close date and time, this is the time when bids will no longer be accepted and a winner will be declared. There is a possibility for the close time to extend under certain circumstances (overtime is described below).
- **Auction Clock** - The clock on the right hand corner of the **Bid** page table is the official Auction Clock and the auctions will close according to the time it displays.
- **ID#** - There is a unique ID# for each property in the sale.
- **APN** – Assessor’s Parcel Number is a link to the county GIS to see more information about the property.
- Clicking on the ‘+’ sign next to any of the ID#s will expand the bid line and you can view additional details on the parcel, such as Legal Description, Improvements, Land Value, Total Assessed Value, Exemptions, and Date of the Assessed Values.
- **Parcel Map** – is a PDF overview of the Assessor’s Map.

Submit a Bid

The auction is structured to be an Open/Proxy bid and subject to an auction extension as described more fully below.

- **Open Auction** – This means that you see the current “Best Bid” submitted per parcel as shown in the “Best Bid” column of the **Bid** page. If you proceed to submit a bid on a parcel, you also see your status relative to that bid, meaning either “Leading” (you currently have the best bid), or “Trailing” (your best submitted bid is lower than another bidder).
- **Proxy Bid** – Proxy bidding allows you to enter your **Maximum Bid** amount for a particular parcel. The website then submits bids on your behalf until such time as the bidding reaches your Maximum Bid. Bids submitted on your behalf will be in increments of \$100. The first acceptable bid will be the amount of the opening bid in the next \$100 increment. Thereafter, bidding is done by proxy in increments of \$100.00 up to the bidder’s maximum bid.

For example, if the opening bid for a parcel is \$ 17,050 and a bidder enters a “Maximum Bid” of \$30,000, the system will enter an opening bid on behalf of that bidder in the amount of \$ 17,100. As necessary, the system will continue to bid on your behalf in \$100 increments until it reaches your Maximum Bid.

Proxy Bidding eliminates the need to monitor each auction. You can submit your Maximum Bid and let the system bid on your behalf.

All bids can be submitted beginning at the announced opening day of the sale. Each auction will close according to the Close time displayed on the **Bid** page.

Steps to Enter a Bid:

1. When you are ready to bid, click “**ENTER BID**” to the right of the ID# you intend to bid on.
2. You will be prompted to enter your Maximum Bid.
3. Enter your desired bid and click “**SUBMIT**.”

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4. The system will ask you to “**CONFIRM**” your bid and you will be returned to the **Bid** page, where you can see your status and whether you are the “Leader” or if you are “Trailing”.
5. Notice that after you submit your initial bid, the link now reads “**CHANGE MAX BID**”. If you wish to change your bid, click “**CHANGE MAX BID**” and follow the same steps outlined above.

Note: You may modify your Maximum Bid at any time when bidding is **open on an auction; however you can never lower your Maximum Bid below your leading bid.**

6. Repeat this for any other bids you wish to enter.
7. Once you have finished submitting bids, you can choose to monitor the sale until it closes or you can logout.

Display My Favorite Items

If you would like to focus only on auctions for which you have submitted bids, you can click the link on the top, right-hand part of the bid table called “**DISPLAY MY FAVORITE ITEMS**”. This filters the entire sale list to display only auctions where you have submitted bids. After applying the filter, if you want to view all auctions again, that same link will now read “**DISPLAY ALL ITEMS**” Click this link and the **Bid** Page will expand to display all auctions.

You may also add additional auctions to your filtered list by clicking on the ‘**Star**’; this will mark the auction as a “Favorite” and add it to your list of favorites to view.

Overtime

The system **does** allow for overtime (also referred to as the “One Minute Rule”). This means that if a bidder **becomes a leading bidder** (as displayed by “leader” in the bid status column) in the last one (1) minute of the sale, the Auction Clock will change to reflect a new Auction Close Time and the sale will be extended by one (1) minute to allow additional bidding. This will continue until that bidder remains leader for one (1) minute (at which time the auction closes and the leading bid becomes the Winning Bid).

Note: Be aware that submitting a bid higher than the “best bid” may not trigger overtime due to the automatic proxy bid. The bid you submit must make you the “leader” in order to trigger overtime. When you submit your bid you will get a message on your screen that indicates your bid has been accepted and your status is now leading or you are now trailing.

Post Auction Steps:

Once the entire auction closes for the day, the system automatically generates results and determines the winning bidder on each auction. If you are logged in when the auction closes you will see a “**Bidding Summary**” which details all of the deeds you have won. You will also receive an email informing you that the auction is over and provides a link to the “**Bidding Summary**”. On the “**Bidding Summary**” page you will see a summary of all the items you have won including your winning bid and total amount due as well as a checklist to finalize settlement of the auctions.

Steps to Complete the Bidding Summary Tasks:

1. **Step 1** – Enter Vesting Information. The “**ENTER VESTING INFORMATION**” link takes you to a page displaying the list of properties that you have won. You can check off the property you would like to provide the Vesting Information for, or you can click on multiple properties that you would like to submit the same vesting information for.
 - a. Follow the form to provide complete information. Names in the affiliate list will appear as choices in the “**Name**” dropdown. You can also select “Other” to provide a new name to add to your list.
 - b. All vesting information needs to be submitted **within 48 hours** of the close of the auction.
2. **Step 2** – Make Final Payment. Click on “**FINAL PAYMENT**” to view a screen with instructions on how you can make your final payment.
 - a. As the winning bidder, you must pay the following costs; your winning bid amount plus documentary transfer tax of \$0.55 (fifty-five cents) per \$500.00, or a fractional portion thereof, of the final sale price. If the property is in the City of Vallejo, an additional tax of \$1.65 shall be added for each \$500.00, or fractional portion thereof.
 - b. The properties offered at each auction of this tax sale are sold to the highest bidder. The highest bidder for each property auction of this tax sale shall pay in full within five (5) business days from the close of the auction.

Note: In the event the highest bidder on an auction fails to comply with these Settlement Requirements, then that bidder’s deposit shall be forfeited to the County. **Winning bidders who do not submit final payments on all auctions won will forfeit their deposit to the County and may be banned from future sales.**

- c. Only the following forms of payment shall be accepted:
 - Wire Transfer
 - Certified or cashier’s check (made payable to the Solano County Treasurer-Tax Collector) sent to:
Solano County Treasurer-Tax Collector
675 Texas Street, Suite 1900
Fairfield, CA 94533
Attn: Elizabeth Sumner

Note: **Payment by a personal check, traveler’s check or credit card is not accepted.**

Important Pages

You should become familiar with these important pages on the website.

- **My Auction Results** – this is a listing of all properties that you bid on, if you won, it will list the total amount due for each property. This can be downloaded into an Excel file.
- **My Payments** – This page allows you to submit the required deposit and lists other payments you have made for the sale.
- **My Account** – This page allows you to manage your “**User Profile**” including your contact information, password, security question and the names of affiliated entities.

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