



**Mary M. Johnson**  
Santa Rosa Clerk of Circuit and County Court  
P.O. Box 472  
Milton, FL 32572  
850-983-4624

## **FORECLOSURE SALE GUIDELINES**

- **BUYER BEWARE:** Remember this is a Buyer Beware situation. That means that each bidder must conduct his or her own due diligence. Due diligence includes, but is not limited to, conducting independent research to insure that you are aware of any liens or encumbrances on the property.
- **CASH SALE:** This is a cash sale. The clerk will accept cash or cashier's check only.
- **DEPOSIT:** The successful bidder must have 5% of the total bid at the time of the sale. If you do not have a sufficient deposit, you may not bid. The balance of the bid must be paid by close of business today unless otherwise stated in the judgment.
- **REGISTRY FEES:** The successful bidder must pay the Clerk's registry fees which are calculated at 3% of the first \$500.00 and 1 ½ % of the remaining balance. These fees must be paid when the balance of the bid is paid.
- **CERTIFICATE OF TITLE:** The Clerk may not issue a Certificate of Title for at least 10 days after the sale. If the 10<sup>th</sup> day falls on a weekend or holiday, the next business day will count as the 10<sup>th</sup> day. In addition, the successful bidder is responsible for doc stamps calculated a \$.70 per hundred dollars of total bid. These fees must be submitted with the Certificate of Title.