

**PUBLIC AUCTION
PROCEDURE FOR CONSIGNMENT**

1. Must register at gate
 - A. Get name of owner
 - B. Match ID with name on title
 - C. Proceed to register car on sheet
 - D. Collect title from owner

2. Title must be taken to office
 - A. Seller must sign all required documents.
 - B. Give title to title clerk or clerk asst.
 - C. Check for liens or encumbrances.
 - D. Run auto check on vehicle.
 - E. Check back of title for any errors.
 - F. If auto is estate, repo, mechanics lien, etc. make sure that proper documentation is properly signed and available for re-assignment.

3. Title clerk will put unsigned as seller title in envelope and properly store in office.
 - A. Seller will wait for item to be sold and represent item truthfully and honestly to bidder and buyers.
 - B. At end of bidding process seller will let auctioneer know whether reserve is met or not. At that time seller and buyer receive copies of clerk receipt. Both proceed to office to finish transaction.
 - C. Once cashier receives funds from buyer – at that time seller will sign reassignment of seller.
 - D. Desk clerk will finish transaction to buyer.
 - E. Upon finalization of buyer transaction, final approval and documentation will be sent to check writing department to final close of sale.
 - F. If automobile or item is a no sale, the seller must take slip copy showing no sale to office.
 - G. To receive title and/or possession of property, all appropriate fees must be paid in full.
 - H. No sale items will leave the premises before showing proof and documentation of settlement to gate guard before being permitted to leave with items.