

Tenderer's Checklist for Submitting a Valid Tender

If your tender does not meet all of the below criteria, the Tender shall be rejected:

- Tender is submitted on the **Tender to Purchase Form (Form 7)** and:
 - a. Shall be typewritten or legibly handwritten in ink. Ensure to complete each section;
 - b. Accompanied by a deposit of at least 20% of the tender amount;
 - c. Submitted in a sealed envelope;
 - d. Addressed to the Treasurer; and
 - e. Only relates to one parcel of land.
- Tender includes only the terms and conditions as provided for in the Municipal Tax Sale Rules.
- Tender amount is equal to or greater than the Minimum Tender Amount as advertised for the property.
- Tender is accompanied by a deposit of at least 20% of **your** tendered amount.
 - a. Deposit of at least 20% must always be rounded up to the "higher" cent
 - i.e. your tender \$10,000.01
20% of \$10,000.01 equals \$2,000.002 therefore your deposit must be at least \$2,000.01
- Deposit is made out in the favour of the City of Sarnia.
- Deposit is made by way of money order/bank draft/certified cheque by a bank or authorized foreign bank within the meaning of section 2 of the *Bank Act* (Canada), a trust corporation registered under the *Loan and Trust Corporations Act* or a credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*.

- Tender is submitted in a sealed envelope and sets out the following information:
 - a. Addressed to the "Treasurer";
 - b. Specifies it relates to a Tax Sale; and
 - c. Short description or municipal address of the land sufficient to allow the Treasurer to identify the parcel of land which the tender relates.
- Only one (1) Tender to Purchase Form (Form 7) per envelope.
- Your tender(s) must be received in the Customer Service Centre located on the first floor in Sarnia City Hall, The Corporation of the City of Sarnia, Attention: Treasurer, 255 Christina Street North, P.O. Box 3018, Sarnia, ON N7T 7N2, before 3:00 p.m. local time, Monday, February 5, 2024. Bidders are encouraged to submit tenders in person at the Customer Service desk at City Hall, by registered mail or by courier.

**If you have not met all of the above criteria,
the Tender will be rejected!**