

**Utah Trust Lands Administration
Procedures for Remote Bidding at Land Sale Auctions
(as of September 2016)**

- Notice should be given to Diane Lund (dlund@utah.gov) no later than one week prior to the date of the auction with the request to bid from a remote location. This will allow time for the proper equipment to be arranged.
- Remote bidders will be given a conference call phone number and passcode and will participate in the auction live via speaker-phone.
- Remote bidders must call into the conference call line at the beginning of the auction and must remain on the line until after the bidding for their parcel of interest has ended.
- A sealed bid containing the bid form, a check for the deposit amount, and a check for the closing costs must be received at the Trust Lands Administration office no later than one day prior to the auction date. If the minimum acceptable amount has been disclosed, the bid must be for no less than the disclosed amount.
- A request to participate in the auction remotely does not guarantee the bidder will be eligible to participate in the oral auction. The oral auction is limited to the highest 3 sealed bids, anyone within 80% of these bids, and any current permittees or lessees for the property to be auctioned.
- All bids, sealed and/or oral, whether received in person or remotely via speaker-phone are considered legally binding and may not be retracted once submitted/spoken.
- If a remote bidder is the prevailing successful bidder for a parcel, the balance due (interest to the first day of the next month, and any additional amount due for the down payment) must be paid via wire transfer within 24 hours. A sales summary document will be emailed to the purchaser and must also be signed and returned for processing within 24 hours.