

Instructions on completing the Contract of Sale

- 1. Please fill out the Buyer's Name, Address, and Telephone Number at the top of the Contract on page 1.**
- 2. Please fill out the offer amount in the Proposal section of the Contract. This is the first paragraph after the Buyer's Name, Address, and Telephone Number.**
- 3. If the description of the property on which you are bidding has not been provided then write in a location and property description you want to purchase. Call the property management office for help with this (803-737-1400).**
- 4. Initial the bottom of all pages of the contract. Do not separate or delete any pages of the contract. This is a five page document.**
- 5. Sign and initial the last page of the contract and print your name under your signature. Have two witnesses sign on the appropriate lines. If the contract is not signed and witnessed it is not a valid contract.**
- 6. Do not change or scratch through any printed matter in the contract. This will void your bid.**
- 7. Please read the entire contract, especially the procedures and award information contained in paragraphs 1-7 on pages 2 and 3 of the contract.**
- 8. The outside of the sealed envelope should indicate that it contains a bid so that the SCDOT staff will not confuse your bid with regular mail. This is necessary for your bid to remain sealed as stated in paragraph 2 of the contract.**

If you have any questions or need assistance completing the contract, please contact the property management office at 1-800-214-4495.