

Auction Payment and Pick Up Procedure

Congratulations on your winning bid. The *City of New Port Richey* appreciates your participation in our auction. Listed below are the instructions for payment and pick up.

- 1.) Please bring the “Notice of Award” (emailed from PublicSurplus.com) along with payment and ID (Drivers License or DMV ID) to **City Hall at 5919 Main St. New Port Richey FL 34652** between the hours of 9:00AM and 3:00PM Eastern Time Monday through Friday.

NOTE: The successful bidder will be required to remit payment within five (5) business days and remove the property within ten (10) business days from the date of Notice of Award. Accepted forms of payment are **Cash, Certified Check, Cashier's Check, or Money Orders.**

- 2.) Once payment is made, the Cashier will issue you a “Paid Receipt.” You may then contact the responsible party listed for that item and arrange for a mutually convenient pick up time.
- 3.) Be sure to bring the “Notice of Award” with the “Paid Receipt” and personal identification such as a Drivers License or DMV ID to the pickup location. The person releasing the item will require you to show all three documents. If you have a tax-exempt status, be sure to bring proof thereof.
- 4.) If you are picking up an item for someone else, you will need all of the items listed in #3 (photo copies are acceptable) plus a note from the designated “winning bidder” specifically naming you as their authorized representative, along with your own ID.
- 5.) If paying by MAIL, send your payment to “*City of New Port Richey*” at the address listed in #1. Once your payment is received the Cashier will e-mail your “Paid Receipt” to you, you may then follow steps 2 through 4 and have your designated representative or common carrier pick up your merchandise.