

# Auction Form

## Looking up Property

On opening the "Auction Form," only the bottom portion of the form will be visible.

## Sale Type

If there is only one sale type for the selected [sale date](#), the "Sale Type" drop-down list will fill itself with the correct sale type. If there are multiple sale types on the same day, the user must manually select which sale type the current sale is for.

## Sale Date

The sale date used in the "Auction Form" is the same sale date selected in the "Auction Menu." To change the date, you must change the date in the "[Auction Menu](#)" and re-open the "Auction Form."

## Lookup Control

Enter a property's control number here to pull its information into the "Auction Form." The program will not allow a property with a mismatched sale date to be entered (E.g., if the selected sale date is 9/17/2021, you cannot enter a control number for a property whose sale date is 8/27/2021).

## Selecting Bidder

## Entering Sale Price

## Printing Auction Form Details

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