MUNICIPALITY OF ANCHORAGE
SEALED BID PUBLIC AUCTION SALE

HOW TO SUBMIT A BID

1. Obtain Bid Packets from the Real Estate Department Office at 4700 Elmore Road, 2nd Floor, Anchorage. You may also download Bid Packets at: http://www.muni.org/Departments/hlb/Pages/RESForeclosedProperties.aspx. Bid packets will be available starting on June 1, 2023.

   Bids will be accepted **Beginning:** 8:00 AM, Wednesday, June 14, 2023
   Closing: 3:00 PM, Wednesday, June 14, 2023

   BIDS WILL NOT BE ACCEPTED AS OF 3:01 PM, Wednesday, June 14, 2023

   Time of receipt will be determined by a MOA staff member

2. Correctly complete each required form.

3. Deposit. A deposit of at least 25% of your proposed bid (cashier's check or money order only) must accompany your proposed bid in the sealed bid envelope. CASH IS NOT ACCEPTED. Note: The deposit must be equal to or greater than 25% of your bid amount. If 25% of your bid amount results in a fraction of a dollar, please round to the next higher dollar. Bids accompanied by deposits that are not at least 25% of the bid amount will be rejected. No personal or business checks will be accepted.

   Each bidder may submit only **one** (1) bid per parcel. If a bidder wishes to change his/her bid, the first bid MUST be withdrawn and the new bid received before the bid deadline.

   If there is a tie, the first bid that was submitted to our office as recorded by the time and date on the bid receipt log will be the winning bid. Should your bid be the winning bid, the balance must be paid by cashier's check, cash, or money order before 5:00 PM, Friday, June 23, 2030, in the Real Estate Department at 4700 Elmore Road, 2nd Floor. **Failure to complete the sale will result in forfeiture of your deposit**.

   Your bid will be disqualified if your deposit is missing, is less than 25%, or if any other requirements or required documents are missing or incomplete in the sealed bid envelope.

4. Enclose deposit with Property Bid Form in an envelope.

5. Complete the following on the bid envelope: sale number, parcel number and bidder name(s).

6. Review the Checklist (check appropriate boxes) to ensure you have completed all pertinent forms**.**

7. **Seal** the Bid Envelope after deposit and property bid form have been enclosed.

8. Complete Bidder Receipt Form and Code of Ethics Disclosure – Form C.

9. **Hand-deliver** bid envelope, Bidder Receipt form, Code of Ethics Disclosure – Form C, and a completed Power of Attorney form, if applicable, to the Real Estate Department Office, 4700 Elmore Road, 2nd Floor on Wednesday, June 14, 2023, by 3:00 PM. **Mail-in bids will NOT be accepted.**

BID RESULTS

On Thursday, June 15, 2023, BID RESULTS will be posted in the Real Estate Department Office and online. Successful bidders will be notified by phone on June 14, 2023, and should be prepared with photo ID to sign a purchase agreement by 4 PM Friday, June 23, 2023. All other bidders may reclaim their bids by presenting their photo ID.