

**MUNICIPALITY OF ANCHORAGE
SEALED BID PUBLIC AUCTION SALE**

HOW TO SUBMIT A BID

1. Obtain Bid Packets at the Real Estate Services/Tax Foreclosure Office at 4700 Elmore Road, 2nd Floor, Anchorage, Alaska. ***There is a \$5 nonrefundable charge for each bid packet. Please bring cash or check for the purchase of bid packet(s).***

Bids will be accepted

Beginning: 8:00 AM, Wednesday, May 1, 2019

Closing: 3:00 PM, Wednesday, May 1, 2019

BIDS WILL NOT BE ACCEPTED AS OF 3:01 PM, Wednesday, May 1, 2019

Time of receipt will be determined by a MOA staff member

2. Correctly complete each required form.
3. Secure a 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 WILL NOT BE ACCEPTED IN THE BID ENVELOPE. 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 If a bidder wishes to change his/her bid, the first bid **MUST** be withdrawn and the new bid received before the bid deadline.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/form 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, May 10, 2019, at the Real Estate Services/Tax Foreclosure Counter 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 (lavender paper) in bid 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 enclosed all pertinent material in the bid envelope.
7. **DO NOT** separate or put Bidder Receipt Form (blue paper) in bid envelope. This will be attached to bid envelope when you turn it in.
8. **Seal** the Bid Envelope after deposit and property bid form have been enclosed.
9. **Hand-deliver** bid envelope, Bidder Receipt form and Form C, and a completed Power of Attorney form if applicable, to the Real Estate Service Office, 2nd Floor, 4700 Elmore Road on Wednesday, May 1, 2019, by 3:00 PM. **Mail-in bids will NOT be accepted.**

BID RESULTS

On Thursday, May 2, 2019, BID RESULTS will be posted at the Real Estate Services Office, 2nd Floor, 4700 Elmore Road and online. Successful bidders will be notified by phone on May 1, 2019, and should be prepared with photo ID and bidder receipt form to sign a purchase agreement by 4 PM Friday, May 3, 2019. All other bidders may reclaim their bids by presenting their photo ID.