

CHECK LIST

ALL PACKETS SHOULD CONTAIN THE FOLLOWING FORMS:

1. How to Submit a Bid
2. Property Bid form
3. Bidder Receipt form
4. Code of Ethics Disclosure – Form C
5. Special Power of Attorney
6. Sample Deed

HAVE YOU:

- () Read How to Submit a Bid?
- () Properly completed the Property Bid form?
- () Carefully read, initialed, and signed the Bidder Receipt form? Return with sealed bid envelope but *DO NOT put this form inside the envelope!*
- () Carefully read, signed and dated the Code of Ethics Disclosure – Form C? Return with sealed bid envelope but *DO NOT put this form inside the envelope!*
- () Completed and notarized Special Power of Attorney form, if you are being represented at the sale by someone else?
- () Enclosed your cashier's check or money order (*NO CASH*) and the Property Bid form in a sealed envelope?
- () Remembered that you will need to bring a picture ID to the sale to complete the purchase or reclaim your deposit?
- () Remembered to inform your representative (if applicable) that they **MUST** have the Special Power of Attorney form and picture ID with them?
- () Personally and thoroughly researched the property and have obtained the professional advice necessary for an informed decision?

Thank you for your cooperation!

**MUNICIPALITY OF ANCHORAGE
FORECLOSED PROPERTIES
SEALED BID PUBLIC AUCTION SALE
HOW TO SUBMIT A BID**

1. Bid packets will be available starting on June 1, 2026. 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>.

Bids will be accepted

Beginning: 8:00 AM, Wednesday, June 24, 2026

Closing: 3:00 PM, Wednesday, June 24, 2026

BIDS WILL NOT BE ACCEPTED AS OF 3:01 PM, Wednesday, June 24, 2026

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 4:00 PM, Monday, July 6, 2026, 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 only on Wednesday, June 24, 2026, by 3:00 PM. **Electronic and mail-in bids will NOT be accepted.**

BID RESULTS

On Thursday, June 25, 2026, BID RESULTS will be posted in the Real Estate Department Office and online. Successful bidders will be notified by phone on June 24, 2026, and should be prepared with photo ID to sign a purchase agreement within 24 hours. All other bidders may reclaim their bids by presenting their photo ID.

BIDDER RECEIPT FORM

PARCEL NO. _____ **SALE NO.** _____

**HAND-CARRY THIS FORM TO THE
REAL ESTATE DEPARTMENT OFFICE AT 4700 ELMORE ROAD, ANCHORAGE, AK**

DO NOT ENCLOSE IN SEALED BID ENVELOPE

I, _____ Telephone Number _____
Name

have read and understand the following statements, and I agree to abide by the rules set forth. Please initial each box after reading.

- () I understand that pursuant to Alaska Statutes, this property may be repurchased by the former record owner any time prior to the sale. I also understand that this property is not exempt from state or federal tax liens, and that I will be responsible for annual installments on any unpaid/unbilled special assessments. I understand I am responsible for the second half of property taxes for the tax year in which I bid on this property, taxes are not prorated for my date of bid or purchase. Furthermore, I understand I will also be responsible for any current and/or delinquent homeowner and/or condominium association dues.
- () I understand that I must pay the remaining balance of my bid by cash, cashier's check or money order before 5 PM on the second Friday following the published sale date at the Real Estate Services Office at 4700 Elmore Road, Anchorage. **If I do not pay the remaining balance of my bid on or before 5 PM of the Friday following the sale date I will forfeit my bid deposit to the Municipality.**
- () I understand that if I am not the highest bidder, my deposit will be returned to me after the sale date upon presentation of this receipt along with one piece of photo ID. Deposits may be claimed at the Real Estate Services Office, 4700 Elmore Road, Monday through Friday, 9:00AM to 4:00 PM, excluding holidays.
- () I understand that as part consideration for this property, and in addition to my bid, I waive any and all claims against the Municipality for costs and attorney fees associated with this transaction or incurred in subsequent litigation arising out of or related to this bid or the subsequent purchase and sale of this property.
- () I understand, if I am a successful bidder, the Municipality of Anchorage will issue a Quitclaim deed which is without warranty of any kind. Title Insurance may not be available. Furthermore, the Municipality has not done any site assessments to determine the presence of any hazardous material or hazardous waste or above-ground or underground tanks or containers on this property.
- () I understand that this property is offered "as-is" and "where is" and without recourse against the Municipality of Anchorage. No representation or warranty, expressed or implied, is made as to the validity of the title, size, dimension, or condition of the property, or its suitability for any use or purpose whatsoever. I have been advised by the Municipality to consult with appropriate professionals, such as architects, engineers, surveyors, title examiners, environmental experts, and a real estate attorney before making the decision to bid.
- () I understand that I am limited to one bid per parcel. If I wish to change my bid on a parcel, the first bid must be withdrawn and a new bid logged in prior to the bid deadline. I understand that once this bid packet is turned in and the bid deadline is past it becomes the property of the Municipality of Anchorage and it cannot be withdrawn nor will it be returned until after the sale.
- () I have been advised by the Municipality that it is my responsibility to personally and thoroughly research this property, and to obtain the professional advice necessary for an informed decision to bid.

Signature of Bidder

Date

Bid Received by: _____
Municipal Staff

_____ : _____ AM/PM
Date

PROPERTY BID FORM

Sale Date: Wednesday, June 24, 2026

*****THIS FORM IS TO BE ENCLOSED IN SEALED BID ENVELOPE*****

1. **THIS BID IS FOR: SALE #:** _____

PARCEL #: _____

2. **PROPOSED BID:** Minimum Acceptable Bid: \$ _____

MY BID IS \$ _____

Twenty-five percent minimum deposit of my bid enclosed:

\$ _____ (rounded to next highest dollar)

TYPE OF PAYMENT (check one):

Payable to the Municipality of Anchorage

Money Order

Cashier's Check

3. **BIDDER INFORMATION**

(____) _____ - _____
Telephone Number

Name

Mailing Address

City

State

Zip Code

4. YOU MUST BE AT LEAST EIGHTEEN YEARS OLD TO PARTICIPATE IN THIS SALE.

5. This property is offered for sale **“as-is”** and **“where is”** without recourse against the Municipality of Anchorage. No representation or warranty, express or implied, is made as to the validity of the title, size, dimension, or condition of the property, or its suitability for any use or purpose whatsoever. Bidders are urged to carefully research the property and to consult various professionals, such as, architects, engineers, surveyors, title examiners, environmental experts, and a real estate attorney, before making a decision to bid. Successful bidder will be responsible for paying any special assessments attached to the parcel. Successful bidder will be responsible for property taxes starting with the second half of 2026. Successful bidder will also be responsible for any current and/or delinquent homeowner and/or condominium association dues if applicable.

Date

Signature

**MUNICIPALITY OF ANCHORAGE TAX AND/OR SPECIAL
ASSESSMENTS FORECLOSURE SALE
SPECIAL POWER OF ATTORNEY**

The following special power of attorney **must** be submitted if you are being represented by someone else at the tax and/or special assessments foreclosure sale.

Your agent must present a copy of this notarized Special Power of Attorney and have at least one piece of government-issued photo identification in order to act on your behalf.

I, _____,
Bidder's Name & Address

being a United States citizen, or resident alien, and being at least 18 years of age, hereby appoint

Agent's Name & Address

as my attorney in fact, to endorse my signature at the Municipality of Anchorage Tax & Special Assessments Foreclosure Sale to be held on **Wednesday, June 24, 2026**, and to execute any documents necessary on my behalf to enter into a contract to purchase property to be disposed at said sale.

I hereby certify that I have reviewed the Municipality of Anchorage Tax and/or Special Assessments Foreclosure Sale materials, bid packet, and disclosure/disclaimer information, and I understand the contents of them.

Bidder Signature

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

This certifies that on this ____ day of _____, 2026 before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared _____, to me known to be the person described in and who executed the foregoing instrument and acknowledged to me that he/she signed the same freely and voluntarily for the uses and purposes therein mentioned.

Witness my hand and seal on the day and year written above.

Notary Public in and for the State of Alaska
My commission expires: _____

FORM C

Municipality of Anchorage

CODE OF ETHICS DISCLOSURE

Any bidder who is a municipal employee or member of the employee's household, a member of the public appointed to serve on a public body of the Municipality or a member of such person's household or an elected official or household member must file a Notice of Intent to Respond to a Public Solicitation with the Municipal Clerk's Office. Per AMC 1.15.100B.1, this form must be filed with the Municipal Clerk for electronic publication no less than seven (7) days in advance of the deadline for bid submission. If applicable, a copy of my submission is to be included with my bid.

I have read and understand the above disclosure.

Date

Signature

QUITCLAIM TAX FORECLOSURE SALE DEED
(Alaska Statute 34.15.050)

The **GRANTOR**, MUNICIPALITY OF ANCHORAGE, a municipal corporation organized and existing under its charter and laws of the State of Alaska, whose address is Real Estate Services, 4700 Elmore Road, Anchorage; mailing address P. O. Box 196650, Anchorage, AK 99519-6650, for and in consideration of one-dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, in a Municipality of Anchorage Tax Foreclosure Sale, held in accordance to AS 29.45.460 on MONTH/DAY/YEAR, conveys and quitclaims, without warranty of any kind, to the **GRANTEE(S)** _____, whose address of municipal record is _____, all rights, title and interest the Grantor may have acquired, if any, by virtue of the **CLERK'S DEED**, signed on MONTH/DAY/YEAR, recorded on MONTH/DAY/YEAR as Document Number 000-0000000-0, Records of the Anchorage Recording District, Third Judicial District, State of Alaska, under Case No. 3AN-00-00000 CI, in and to the real property described as follows:

TAX PARCEL ID NO.: 000-00-000-00000

Lot 00, Block 00, **JOHN DOE SUBDIVISION**, according to the official plat thereof, filed under Plat No. 00-000, Records of the Anchorage Recording District, Third Judicial District, State of Alaska.

Dated this ____ day of _____, 2026

MUNICIPALITY OF ANCHORAGE

Rebecca A. Windt Pearson, Municipal Manager

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by Rebecca A. Windt Pearson, Municipal Manager, on behalf of the Municipality of Anchorage.

Notary Public in and for the State of Alaska
My Commission expires: _____

RETURN TO:
Name
Name
Address
City, State Zip