

**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, 2023. 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 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 If a bidder wishes to change his/her bid, the first bid **MUST** be withdrawn and the new bid received before the bid deadline.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, 2<sup>nd</sup> 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, 2<sup>nd</sup> Floor on Wednesday, June 14, 2023, by 3:00 PM. **Electronic and 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 within 24 hours. All other bidders may reclaim their bids by presenting their photo ID.