



YARDI SYSTEMS

BID SUBMISSION, ACCEPTANCE, AND E-SIGNATURE CHECKLIST ON HUDHOMESTORE.COM

**U.S. Department of
Housing and Urban Development**

May 2018

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Submitting a Bid on HUDHomestore.com

Here are the rules you must follow

1. You must be registered on HUDHomestore.com as a bidder before you can submit offers for HUD-owned properties.
2. You must be licensed and registered in the state in which the property is located. Both your license and the broker's license must be current on your HUDHomestore profiles.
3. You can submit bids only on properties that are actually listed on the website at the time you submit the offer.

It sometimes happens that properties become unavailable between the time you view the property details and the time you confirm your bid submission. Properties can become unavailable if a bid is accepted from a previous bid period or the home is taken off the market.



You can submit a bid without logging in, but you must be logged in to review your bid, to withdraw or modify it, to see the bid's status, or to directly respond to a counteroffer.

Submitting a bid

1. Go to **www.hudhomestore.com**. The HUD Homestore home screen appears.

The screenshot shows the HUD.GOV/HUDHomes website. At the top, it says "WEDNESDAY, MARCH 22, 2017". The main header includes the HUD logo and "U.S. Department of Housing and Urban Development". There are links for "Traducir al español", "Login", and "Register". Below the header, there's a navigation bar with links: Home, HUD News, Resources, NAID Application, Find a Broker, Property Contacts, Bid Results, and Help. The main content area is titled "HUD Homes" and includes instructions on how to search for a HUD home. To the right is a map of the United States with state abbreviations. Below the map, there's a "Search Properties" section with various filters: State (dropdown), County, City, Zip Code, Street, Price From - To, Bedrooms, and Bathrooms. There are also buttons for "Recent Listings (1)" and "Recent Searches (1)". At the bottom of the search section, there's a "Property Case #" field with an arrow pointing to it, and a "Search" button. A red note at the bottom says: "*Required field, except if Property Case # or Zip Code is entered".

2. Complete the search criteria to locate the property you want to bid on.



If you know the case number of the property, that's all you need to type before clicking the **Search** button (or pressing the Enter key on your keyboard).

3. Click **Search**. A list of the properties that meet your search criteria appears.

THURSDAY, MARCH 30, 2017

HUD.GOV/UDHomes
U.S. Department of Housing and Urban Development

Login Register
» Public
» Bidder
Follow

Home HUD News Resources NAID Application Find a Broker Property Contacts Bid Results Help

To View HUD Homes Available For Auction Please Click [Here](#).

Search Properties Recent Listings (0) Recent Searches (1)

*State County City Zip Code Street Price From - To Bedrooms Bathrooms
 MD Any Any
 Buyer Type Status Property Case # **Search** **Clear**
 Advanced Search ▾

*Required field, except if Property Case # or Zip Code is entered

Search Results for HUD Homes in MD

1 | 2 | 3 | 4 | 5 | Next | Last |

138 listings found Export to Display: 10 ▾

Property Case	Address	Price	Status	Bed	Bath	Listing Period	Bid Open Date	Details
 241-	Baltimore, MD, 21225 Baltimore City County	\$13,800		2	1.00	Extended	03/31/2017	View Street Map it Email Info Save
 241-	Pocomoke City, MD, 21851 Worcester County	\$97,200		4	2.00	Extended	03/31/2017	View Street Map it Email Info Save
 241-	Baltimore, MD, 21217 Baltimore City County	\$13,000		3	1.10	Extended	03/31/2017	View Street Map it Email Info Save
 241-	Pasadena, MD, 21122 Anne Arundel County	\$130,000		2	1.00	Extended	03/31/2017	View Street Map it Email Info Save

4. In the **Property Case** column, click the case number link for the property (you can also click the photo). The **Property Details** screen appears.

Property Details

Case Number: 241-

Eligible Bidders: All Bidders

Bid Submission Deadline: Daily at Midnight CT

Bid Submission Time Remaining: 10 Hours 50 Minutes

Availability of home is subject to the Asset Manager accepting a bid from an earlier bid period or removing the home from the market. ?

New bid-opening procedure for bids submitted on Friday, Saturday, Sunday, or Federal holidays. ?

[Print Property Flyer](#) | [Back to Property Search](#)

Property Info | Amenities | Addendums | Maps | Agent Info

1/6

Property Information

Address: Pocomoke City, MD, 21851
Worcester County

Bed/Bath: 4/2.00

Total Rooms: 7

Square Feet: 1783

Year: 1950

Housing Type: Single Family Home

Number of Stories: 1

HOA Fees: \$0.00

Revitalization Area: No

Lot Size: 11250.00 sq ft

Listing Information

List Date: 01/25/2017

Listing Period: Extended

Period Deadline: 12/31/2999 11:59:59 PM CT

List Price: \$97,200.00

FHA Financing: UI (Uninsured)

203K Eligible: Yes

Buyer selects Closing Agent/Firm.

First Time
BUYER?

[Find a Broker](#)

HUD registered
BIDDER?

[Submit an Offer](#)

- Confirm your purchaser is eligible to place a bid on this property by referring to the Eligible Bidders information on the Property Details screen.
- Click the **Submit an Offer** button. The **NAID Verification for Selling Brokers, Nonprofits or Government Organizations** screen appears.

NAID Verification For Selling Brokers, Nonprofits, Or Government Organizations

This is the starting point for placing a bid on a HUD Home. To place a bid, you need a NAID. NAIDs (a HUD term for Name Address Identifier) are issued to Real Estate professionals and various Nonprofit and Government organizations to enable them to place bids on HUD homes. Individuals should use the "Find a Broker" link above to find a Selling Broker who can make a bid on their behalf. Selling Brokers should first have their principal broker register the organization's NAID with HUDHomestore.com. After this initial registration, individual selling agents and associate brokers can register their license numbers with HUDHomestore.com

Case Number: 241- [REDACTED] [Back to Property Details](#)

Eligible Bidders: All Bidders

Bid Submission Deadline: Daily at Midnight CT

Bid Submission Time Remaining: 10 Hours 46 Minutes

Property Information

Address: [REDACTED]
Pocomoke City, MD, 21851
Worcester County

List Price: \$97,200.00

The following can submit a bid on this property:

- > HUD-Registered Selling Brokers
- > HUD-Registered Government Agencies
- > HUD-Registered Nonprofits

* NAID Type:

* NAID:

Please select the checkbox below.

☐ I'm not a robot

 reCAPTCHA
Privacy - Terms

Verify NAID

* Required Field

- In the **NAID Type** field, select **Selling Broker, Government Agency, or Nonprofit**.
- Type your **NAID**.
- If you are a Selling Broker or Selling Agent, type your own personal Real Estate license number.



Do not use any other Real Estate license number except your own, the one you registered with. If you place a bid using someone else's Real Estate license number, only they will be able to withdraw or modify your bid. You will not be able to see or work with the bid when you log in to HUD Homestore and review your bids.

- Click the "I'm not a robot" check box. This displays a grid of photos where you must choose similar items such as street signs, trees, flowers, store fronts, etc.
If you have difficulty with your choices being accepted, click the **Get a new challenge** button. 
- Click **Verify NAID**. The Bid Submission screen appears.

Filling in the Bid Screen

Bid Submission

Time Remaining for Bid Submission: 13:47

HUD Case Number:
Address:

Richmond, CA,
Contra Costa County

Sale Type: IN (Insured)
List Price: \$675,000.00

1. Purchaser(s) agree to purchase on the terms set forth herein, the following property, as more particularly described in the deed conveying the property to the Secretary of Housing and Urban Development.
3. * The agreed purchase price of the property is: \$
4. * Purchaser is:

☐ applying for HUD/FHA insured financing 203(b)
☐ applying for HUD/FHA insured financing 203(b) repair escrow
☐ applying for HUD/FHA insured financing 203(k)
☐ applying for Conventional or other financing not involving HUD/FHA
☐ paying Cash
5. * Seller will pay reasonable and customary costs, but not more than actual costs, nor more than paid by a typical Seller in the area, of obtaining financing and/or closing (excluding broker's commission) in an amount not to exceed: ② \$
- 6a. * Upon sales closing, Seller agrees to pay to the broker identified below a commission (including selling bonus, if offered by the seller) of: ② \$
- 6b. If broker identified below is not the broad listing broker, broad listing broker will receive a commission of: ② \$
7. The net amount due Seller is (Purchase price [Item 3], less Items 5 and 6) \$
8. * Purchaser is:

☐ Owner-Occupant (will occupy this property as primary residence)
☐ Investor
☐ Nonprofit Organization (should be a HUD approved Non Profit Agency)
☐ Other Government Agency
10. * If Seller does not accept this offer, Seller

☐ may hold such offer as a back-up to accepted offer
☐ may not hold such offer as a back-up to accepted offer

Purchaser Information ②

The required information for all purchasers must be accurate for the Electronic Signatures. Purchaser cell phone will only be used as a backup for E-signature verification. You will be required to verify all the information if your bid is selected.

* Are any Purchasers an Employee, Immediate Family Member, Management Official, and/or Affiliated Entity to HUD Asset Managers (AMs), HUD Field Service Managers (FSMs), Appraisers for any HUD AM, HUD Local Listing Broker, Buyers Selected Closing Agent, HUD (except for employees who have no involvement in management and oversight of HUD-owned properties)?

☐ Yes
☐ No

HUD will not pay a sales commission if the selling broker or agent submitting the bid is also a purchaser, or has an ownership interest in an entity identified as purchaser. In such cases the selling broker must enter zero in the Selling Broker Commission field (6a) of the Bid Submission screen.

* The Selling Broker/Agent submitting this bid is a Purchaser or has an ownership interest in the entity purchasing the property.

☐ Yes
☐ No

At least one purchaser must be living in the property and those Not Living in Property will not be required to sign the Owner Occupant Addendum.

Primary Purchaser

* ID Type: ☐ Individual SSN ☐ Business EIN ☐ ITIN/US Govt ID

☐ Not living in Property

* SSN/EIN/ID Number:

* Confirm SSN/EIN/ID Number:

Company Name:

* First Name:

Middle Name:

* Last Name:

* Address:

* City:

* State:

* Zip Code:

* Email:

* Confirm Email:

* Phone:

Cell Phone:

[Add Another Purchaser](#)

Title Company/Buyers Select Closing Agent Information

If you know the title company that you want to use, begin typing the name in the Company Name field and select from the list. Click in the Escrow Officer and Backup Officer fields to either select from existing officers or type in alternative names. A backup officer is not required.

If your chosen title company is not listed, complete all of the required fields and it will be created.

* Company Name:

Company Phone Number:

* Company Address:

* City:

* State:

* Zip Code:

Title ID:

* Escrow Officer:

* Escrow Officer Email:

* Escrow Officer Phone:

Backup Officer:

Backup Officer Email:

Backup Officer Phone:

Bid Submitter Information

Last Name:

First Name:

Real Estate License:

Broker NAID:

Phone No:

Fax No:

Email:

E-Signature Signer Information

The E-Signature Signer information has been populated from the Principal Broker information supplied within HUD Homestore. If there is another designated signer of the Sales Packages please update this information.

* First Name:

* Last Name:

* Email:

If this bid is awarded, you are responsible for reviewing the bid information and submitting required documentation within the Accepted Bid Checklist in HUD Homestore within two (2) business days of bid award notification.

Back

Clear

Continue

- Complete all sections of the **Bid Submission** screen and click **Continue**. The Bid Summary screen appears.



If you stay more than 15 minutes on this screen without clicking the **Continue** button, the screen will time out and you will need to start the bid process all over again.

Notes:

- Purchaser Information must be accurate for electronic signatures to be used for the Sales Contract.
- Cell phone numbers should be added when possible. It is important if the purchaser fails the initial authentication.
- If you have more than one purchaser, click the [Add Another Purchaser](#) link.
- Be sure to answer Yes or No to the Purchaser information questions about the purchaser being related to a HUD employee or if the purchaser is a Selling Broker or Agent.
- If there's a match as you type the Title Company name, click the information about the company, and the fields will automatically be filled in. If there's no match, then complete all the required fields.

- If the Title Company does not exist or does not have current documents on file, one of the following two messages will display when you click Continue:

Buyers Select Closing Agent Documents

When you add a new Closing Agent and your bid is accepted, you will need to upload a copy of Closing Agent's state license and a Closing Protection Letter (CPL) evidencing errors and omissions insurance coverage. The documents can be uploaded on the Accepted Bid Checklist screen once the bid is accepted.

OK

Buyers Select Closing Agent Documents

If your bid is accepted you will need to upload a copy of Closing Agent's state license and a Closing Protection Letter (CPL) evidencing errors and omissions insurance coverage. At least one of the documents is either missing or has expired. The documents can be uploaded on the Accepted Bid Checklist screen once the bid is accepted.

OK

Bid Summary

Your bid will be submitted once you click the Confirm button. To check the status of your bid after you confirm it, you need to log in as a Bidder.

Your bid has not yet been submitted. Review the information below.
To complete the bid submission, (1) scroll to the bottom of the screen, (2) click the check box to accept the terms and conditions, and (3) click the 'Confirm This Bid' button.

Property Information

HUD Case Number: [REDACTED]

Address: [REDACTED]

Uintah County

Sale Type:

IE (Insured Escrow)

List Price:

\$114,000.00

Bid Information

- | | |
|--|--------------|
| 3. The Agreed purchase price of the property is: | \$130,000.00 |
| 4. Purchaser is applying for HUD/FHA insured financing 203(k) | |
| 5. Seller will pay reasonable and customary costs, but not more than actual costs, nor more than paid by a typical Seller in the area, of obtaining financing and/or closing (excluding broker's commission) in an amount not to exceed: | \$2,000.00 |
| 6a. Upon sales closing, Seller agrees to pay to the broker a commission (Including selling bonus, if offered by seller) of: | \$3,900.00 |
| 6b. Upon sales closing, Seller agrees to pay to the broad listing broker (If broker identified is not the broad listing broker): | \$3,900.00 |
| 7. The net amount due Seller is (Purchaser price [Item 3]) less Items 5 and 6: | \$120,200.00 |
| 8. Purchaser is: Owner-Occupant | |
| 10. Offer may not be used as a back-up offer. | |

Purchaser Information

None of the purchasers is affiliated with HUD.

The selling broker/agent submitting this bid is neither a purchaser nor has an ownership interest in an entity purchasing the property.

Primary Purchaser

Purchaser will be living in property

Purchaser ID Type: Individual

Company Name:

SSN/EIN/ID Number: XXX-XX-2947

Address: 89 South Streete

First Name: Morgan

City, State, Zip: Salt Lake, UT 84790

Middle Name:

Email: [REDACTED]

Last Name: Meegen

Phone: (887) 999-9990

Cell Phone:

Buyers Select Closing Agent Information

Company Name: [REDACTED]

Company Phone Number: [REDACTED]

Company Address: [REDACTED]

City, State, Zip: Salt Lake City, UT 84101

BSA ID: [REDACTED]

Escrow Officer: [REDACTED]

Backup Officer:

Escrow Officer: [REDACTED]

Backup Officer Email:

Escrow Officer Phone: [REDACTED]

Backup Officer Phone:

Bid Submitter Information

Name: [REDACTED]

Real Estate License: 8888

Broker NAID: XXDEMO0160

Phone No: (999) 999-9999

Fax No:

Email: [REDACTED]

E-Signature Signer for the Brokerage Information

First Name: [REDACTED]

Last Name: [REDACTED]

Email: [REDACTED]

Certifications

The HUD registered broker or its representative hereby certifies and assures that he/she has read, understands, and will comply with the regulations, guidelines, and requirements with respect to entering bid information on behalf of the purchaser(s) for the subject property being offered for sale. Also, the HUD registered broker or its representative gives assurances and certifies that:

1. The purchaser has received a pre-qualification letter from a lending institution if the purchase is to be mortgaged. If paying cash, the purchaser has received certification from a financial institution stating that sufficient funds are available to complete the purchase.
2. The original signed contract, including all addenda, will be delivered to the asset manager within two (2) business days of being notified of the bid award.
3. The earnest money deposit will be submitted with the Sales Contract.
4. A copy of the purchaser's driver's license (or an acceptable form of photographic identification) and social security card or employer identification number, if applicable, has been obtained to verify the purchaser(s) identity.
5. The name(s) and identification number(s) will be entered on the bid site as they legally appear on the driver's license and social security card.

Whoever, for the purpose of obtaining any loan or advance of credit from any person, partnership, association, or corporation with the intent that such loan or advance of credit shall be offered to or accepted by the Department of Housing and Urban Development for insurance, or for the purpose of obtaining any extension or renewal of any loan, advance of credit, or mortgage insured by such Department, or the acceptance, release, or substitution of any security on such a loan, advance of credit, or for the purpose of influencing in any way the action of such Department, makes, passes, utters, or publishes any statement, knowing the same to be false, or alters, forges, or counterfeits any instrument, paper, or document, or utters, publishes, or passes as true any instrument, paper, or document, knowing it to have been altered, forged, or counterfeited, or willfully overvalues any security, asset, or income, shall be fined under this title or imprisoned not more than two years, or both.

Acceptance of Terms & Conditions

Property listings could include technical inaccuracies or typographical errors. Also, properties may contain zoning and code violations as well as defects which could affect the purchaser's health or safety. **It is the purchaser's responsibility** to satisfy himself as to accurate information and property condition, including any possible zoning and code violations.

1. HUD reserves the right to reject any and all offers and to waive any informality or irregularity in any bid offers.
2. The listing price is HUD's determination of **fair market value**.
3. HUD reserves the right, in its sole discretion, to accept offers less than listing price, but only the highest net acceptable offer will be considered.
4. HUD may accept the offer giving the **greatest net return**.
5. HUD reserves the right to withdraw any and all listed properties prior the bid opening.
6. Accuracy of information contained in property listings is not guaranteed.
7. The seller has not lived in the property for at least one hundred eighty (180) days prior to the date of receiving an offer for the subject property. Hence, the seller does not have the requisite personal knowledge to make accurate disclosure about the property.

All HUD homes are sold in "AS IS" condition. We encourage you to make your offer contingent upon a satisfactory inspection by making the Professional Property Inspection form part of your offer. Equipment found to be working upon initial inspection is NOT warranted upon closing.

☐ By checking this box, you agree to the terms and conditions listed above.

Prior to submitting your bid, a check will be made to confirm the availability of the property.
If this property is no longer available for bidding, you will receive a message that your bid was not submitted.

By clicking "Confirm This Bid" I certify that I have read and understand the above fraud warning.
I certify that the information contained herein is true and correct to the best of my knowledge.

Back

Confirm This Bid



Make sure everything is correct. If you need to change something, click the **Back** button to return to the **Bid Submission** screen. On that screen, you can make your correction, then click **Continue**.

2. To submit the bid, select the **Acceptance of Terms and Conditions** check box (see arrow on the left above), then click **Confirm This Bid**. The **Bid Submission Acknowledgement** screen appears. Note: Unless you agree to the terms, the Confirm This Bid button does not work.

Print Bid Acknowledgement

Bid Submission Acknowledgement
Your bid has been successfully submitted. Please print this page. To modify, withdraw, or check the status of your bid, you need to log in as a Bidder.

 [Print Bid Acknowledgement](#)

Your Bid has been Successfully Submitted.
Confirmation number: 14253119-21653572
Current System Time: 3/30/2017 3:30:02 PM CT

Property Information

HUD Case Number: 241- [REDACTED]	Sale Type: UI (Uninsured)
Address: [REDACTED] Pocomoke City, MD, 21851 Worcester County	List Price: \$97,200.00 Initial List Price: \$162,000.00

Your bid has been successfully submitted. Please print this page. You need to provide your confirmation number when inquiring about this bid. If this bid is awarded, you are responsible for delivering the original signed contract and all addenda within two (2) business days of being notified of the bid award.

Bid Information

3. The Agreed purchase price of the property is:	\$100,000.00
4. Purchaser is paying cash, or applying for conventional or other financing not involving HUD/FHA	
5. Seller will pay reasonable and customary costs, but not more than actual costs, nor more than paid by a typical Seller in the area, of obtaining financing and/or closing (excluding broker's commission) in an amount not to exceed:	\$1,500.00
6a. Upon sales closing, Seller agrees to pay to the broker a commission (Including selling bonus, if offered by seller) of:	\$3,000.00
6b. Upon sales closing, Seller agrees to pay to the broad listing broker (if broker identified is not the broad listing broker):	\$3,000.00
7. The net amount due Seller is (Purchaser price [Item 3]) less Items 5 and 6:	\$92,500.00
8. Purchaser is: Owner-Occupant	
10. Offer may be used as a back-up offer.	

Purchaser Information

None of the purchasers is affiliated with HUD.
The selling broker/agent submitting this bid is neither a purchaser nor has an ownership interest in an entity purchasing the property.

Primary Purchaser

Purchaser ID Type: Individual	Company Name:
SSN/EIN/ID Number: XXX-XX-6789	Address: 1515 Main Street
First Name: Fran	City, State, Zip: Baltimore, MD 21200
Middle Name:	Email: [REDACTED]
Last Name: Smith	Phone: (410) [REDACTED]
	Cell Phone: (410) [REDACTED]

Title Company/Buyers Select Closing Agent Information

Company Name: [REDACTED]	Backup Officer:
Company Phone Number: (410) [REDACTED]	Backup Officer Email:
Company Address: [REDACTED]	Backup Officer Phone:
City, State, Zip: Towson, MD 21286	
Title ID: [REDACTED]	
Escrow Officer: [REDACTED]	
Escrow Officer: [REDACTED]	
Escrow Officer Phone: (410) [REDACTED]	

Bid Submitter Information

Name: [REDACTED]	First Name: [REDACTED]
Real Estate License: [REDACTED]	Last Name: [REDACTED]
Broker NAID: [REDACTED]	Email: [REDACTED]
Phone No: [REDACTED]	
Fax No:	
Email: [REDACTED]	

- Click the **Print Bid Acknowledgement** link to print the bid. This creates a PDF you can open or save. Always print a copy of the Bid Acknowledgement, and save a copy on your computer.



It is important to record the Bid Confirmation number. This is the number that is used to track the bid.

- Click **Home** to return to the Home screen where you can search for another property or you can find the case you just bid on and, at the Property Details screen, review the addendums the Asset Manager has provided.

Reviewing, Modifying, Withdrawing a Bid

Reviewing a Bid

1. Log into your HUD Homestore account. The Review Your Bids screen appears.

2. Leave all the fields blank and click the Search button. Your most recent bids display at the top of the list. Note that the first bid below is in SB (Sealed Bid) status which means you can modify or withdraw the bid.

3 bid(s) found

Display: 10

Confirmation Number	Property Case	Purchaser Last Name	Purchaser SSN/EIN/ID	Purchaser Type	Net Bid Amount	Bid Status	Bid Open Date	Counter Offer	Original Bid
14614921-7970845	441-██████	Robertson	XXX-XX-1568	O/O ?	\$185,500.00	SB ?	04/20/2018	No	
14613919-18205288	441-██████	Robertson	XXX-XX-1558	O/O ?	\$56,400.00	CA ?	02/27/2018	No	
14609143-22668002	241-██████	Robertson	XXX-XX-1568	O/O ?	\$78,900.00	CA ?	01/04/2018	No	

3. To review a bid, click the Confirmation Number on the left. The Bid Details screen appears.

[Home](#) [Review Bids](#) [Accepted Bids](#) [Saved Properties](#) [Saved Searches](#) [Manage Profile](#) [Review Agents](#) [Help](#)

Bid Details

Case Number: 441- [REDACTED] [Bid Acknowledgement](#) | [Back to Bid List](#)

Bid Confirmation Number: 14614921-7970045
Bid Submission Date: 5/8/2018 8:13:02 AM
Bid Status: Sealed Bid

Bid Info

Addendums

Agent Info

Property Information

Address: [REDACTED] Philadelphia, PA, 19128 Philadelphia County	FHA Financing: IE (Insured Escrow) 203K Eligible: Yes HOA Fees: \$0.00
Bed/Bath: 4/2	Revitalization Area: No
Total Rooms: 7	Foundation Type: CrawlSpace
Square Feet: 1764	
Lot Size: 1526 sq ft	
Year Built: 1917	
Housing Type: Single Family Home	
Number of Stories: 1	
Parking: None	

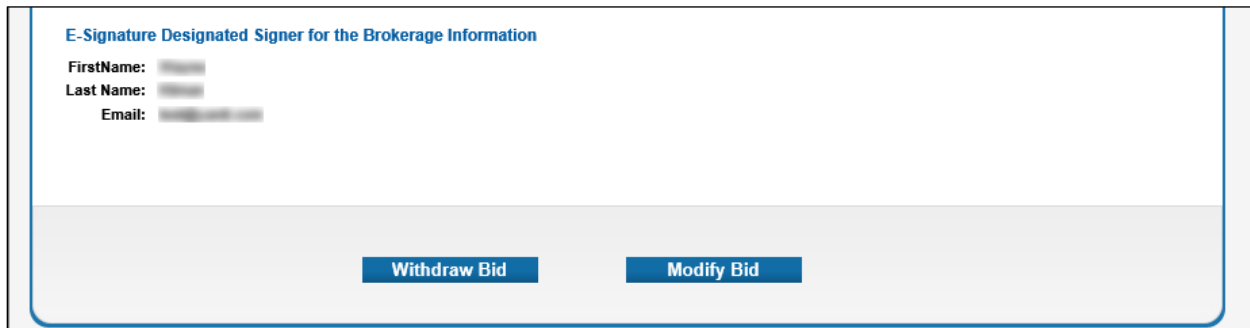
Bid Information

List Date: 08/16/2017	Closing Cost: \$2,500.00
List Price: \$198,000.00	Selling Broker Commission: \$6,000.00
Bid Amount: \$200,000.00	Listing Broker Commission: \$6,000.00
Net Bid Amount: \$185,500.00	
Buyer Type: Owner Occupant	

You can review the bid details and if the bid is in SB (Sealed Bid) status, you can modify or withdraw the bid (see the next two pages).

Modifying a Bid

1. Log into your HUD Homestore account. The Review Bids screen appears.
2. Click Search without filling in any of the fields. Your most recent bids appear.
3. Click the Confirmation Number of the Sealed Bid (it's in SB status). The Bid Details screen appears.
4. Scroll to the bottom of the Bid so you can see the Withdraw Bid and Modify Bid buttons.

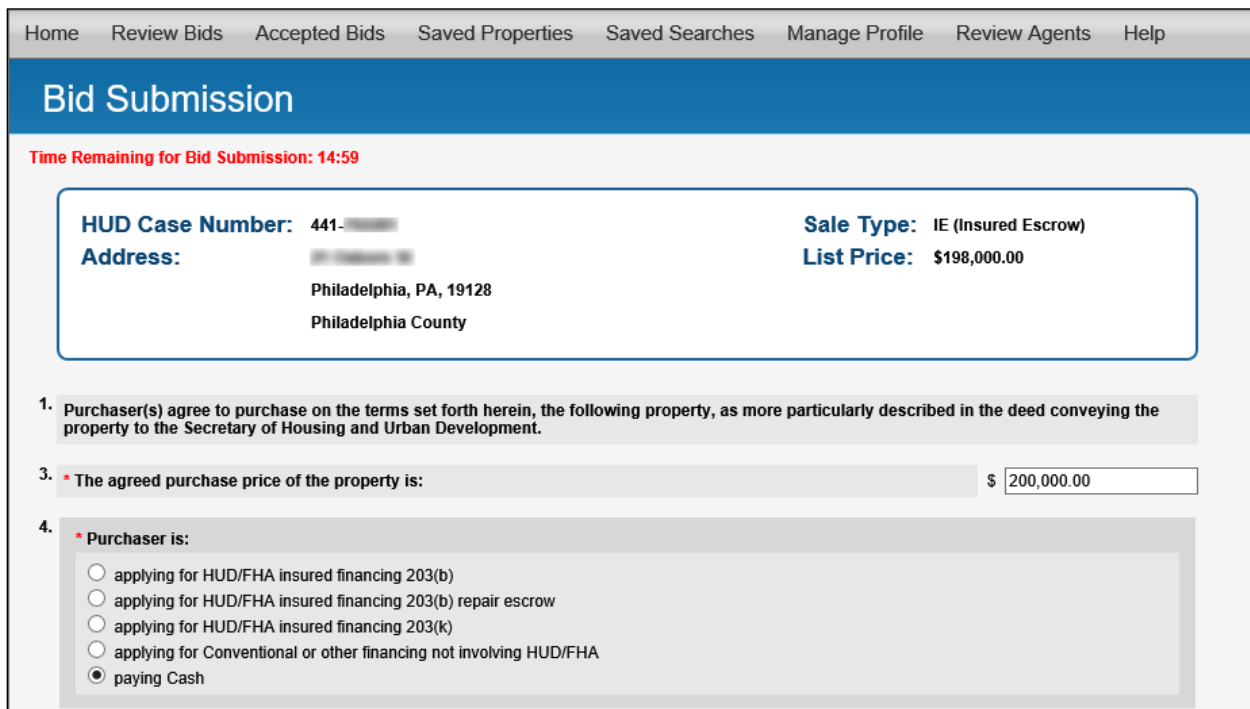


E-Signature Designated Signer for the Brokerage Information

FirstName: [Redacted]
 Last Name: [Redacted]
 Email: [Redacted]

Withdraw Bid Modify Bid

5. Click the **Modify Bid** button. The Bid Submission screen appears.



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Bid Submission

Time Remaining for Bid Submission: 14:59

HUD Case Number: 441-[Redacted] Sale Type: IE (Insured Escrow)
 Address: [Redacted] List Price: \$198,000.00
 Philadelphia, PA, 19128
 Philadelphia County

1. Purchaser(s) agree to purchase on the terms set forth herein, the following property, as more particularly described in the deed conveying the property to the Secretary of Housing and Urban Development.
3. * The agreed purchase price of the property is: \$ 200,000.00
4. * Purchaser is:
 - ☐ applying for HUD/FHA insured financing 203(b)
 - ☐ applying for HUD/FHA insured financing 203(b) repair escrow
 - ☐ applying for HUD/FHA insured financing 203(k)
 - ☐ applying for Conventional or other financing not involving HUD/FHA
 - ☒ paying Cash



All the information carries over from the original bid and everything can be changed. Similar to placing the original bid, you have only 15 minutes to click the **Continue** button at the bottom of the Bid Submission screen. And, if you need to change something, click the **Back** button to return to the **Bid Submission** screen. On that screen, make your correction, then click **Continue**.

Note: When you confirm this modified bid, you automatically withdraw the original bid and create a new second bid (in Sealed Bid status) with a new confirmation number.

Withdrawing a Bid

1. Log into your HUD Homestore account. The Review Bids screen appears.
2. Click Search without filling in any of the fields. Your most recent bids appear.
3. Click the Confirmation Number of the Sealed Bid (it's in SB status). The Bid Details screen appears.
4. Scroll to the bottom of the Bid so you can see the Withdraw Bid and Modify Bid buttons.

E-Signature Designated Signer for the Brokerage Information

FirstName:
 Last Name:
 Email:

5. Click the **Withdraw Bid** button. The Bid Summary screen appears with instructions for withdrawing the bid.

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Bid Summary

Your bid will be submitted once you click the Confirm button. To check the status of your bid after you confirm it, you need to log in as a Bidder.

Your bid has not yet been withdrawn. Review the information below.
To complete the bid withdrawal, (1) scroll to the bottom of the screen, (2) click the check box to accept the terms and conditions, and (3) click the 'Withdraw This Bid' button.

Property Information

HUD Case Number: 441-	Sale Type: IE (Insured Escrow)
Address: Philadelphia, PA, 19128 Philadelphia County	List Price: \$198,000.00

Bid Information

3. The Agreed purchase price of the property is:	\$200,000.00
4. Purchaser is paying Cash	
5. Seller will pay reasonable and customary costs, but not more than actual costs, nor more than paid by a typical Seller in the area, of obtaining financing and/or closing (excluding broker's commission) in an amount not to exceed:	\$2,500.00

6. Scroll to the bottom of the screen, and click the check box to accept the terms and conditions.

Professional Property Inspection form part of your offer. Equipment found to be working upon initial inspection is NOT warranted upon closing.
By checking this box, you agree to the terms and conditions listed above.

By clicking 'Withdraw this Bid' you are removing your bid on this property from HUD's consideration.

Back **Withdraw This Bid**

7. Click the **Withdraw This Bid** button. Your bid is withdrawn and the Bid Withdrawal Acknowledgement screen appears.

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Bid Withdrawal Acknowledgement

Your bid has been successfully withdrawn. Please print this page.

 [Print Bid Acknowledgement](#) | [Back to Bid Detail](#)

Your Bid has been Successfully Withdrawn.
Confirmation number: 14614921-7970045
Current System Time: 5/8/2018 8:50:35 AM CT

Property Information

HUD Case Number:	441-██████	Sale Type:	IE (Insured Escrow)
Address:	██████████	List Price:	\$198,000.00
	Philadelphia, PA, 19128	Initial List Price:	\$198,000.00
	Philadelphia County		

Your bid withdrawal has been recorded. Please print this page. You will need to provide your confirmation number when inquiring about this bid.

8. Click the **Print Bid Acknowledgement** link to print a formatted copy of this screen for your records.

Bid Opening/Acceptance and the E-Signature Checklist

When the Asset Manager accepts the bid and creates the contract, the Broker/Agent gets an email notifying them that their bid has been accepted with a subject line "SELLING BROKER/AGENT BID ACCEPTANCE NOTIFICATION."

The E-Signature checklist allows verification or updating of Financing Type, Signing Broker, Purchaser(s), Closing Agent and uploading of the following documentation: closing agent state license and insurance coverage (if required), conflict of interest documents (if required), earnest money check, proof of funds, prequalification letter, articles of incorporation (for investors), and broker designated signer letter of authorization.

Accepted Bids Menu Item

1. Log into your HUD Homestore account.
2. Click the Accepted Bids menu item on the menu bar.

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Verify Your Accepted Bids

Confirmation Number	Property Case	Purchaser Last Name	Purchaser SSN/EIN/ID	Purchaser Type	Net Bid Amount	Verification Status	Bid Accepted Date	Verify Bid
14608919-22809585	521- [REDACTED]	Meegen	XXX-XX-2947	O/O [REDACTED]	\$120,200.00	Pending	10/03/2017	Checklist
14608538-10088199	043- [REDACTED]	Sinny	XXX-XX-0704	O/O [REDACTED]	\$239,400.00	Pending	10/23/2017	Checklist

3. Click the Checklist link under the Verify Bid label. The E-Signature Checklist appears (see next two pages).

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E-Signature Checklist

Property Case Number: 043-
Property Address: 930 Tara Pl
 Lodi, CA,
 San Joaquin County
Bid Confirmation Number: 14608538-10088199

Save Finance Type Changes

- Purchaser is:**
- ☐ applying for HUD/FHA insured financing 203(b)
 - ☐ applying for HUD/FHA insured financing 203(b) repair escrow
 - ☐ applying for HUD/FHA insured financing 203(k)
 - ☒ applying for Conventional or other financing not involving HUD/FHA
 - ☐ paying Cash

E-Signature Designated Signer for the Brokerage Information

Designated signer email must be valid for E-Signatures.

Save Signer Changes

Edit Signer

First Name:
Last Name:
Email:

Purchaser(s) Verification

If a purchaser has a cell phone, it is required or E-signature may not work.

At least one purchaser must be living in the property and those Not Living in Property will not be required to sign the Owner Occupant Addendum.

Save Purchaser Changes

Purchaser 1 (Primary Purchaser)

☐ Verify Purchaser ☒ Set as primary purchaser ☐ Remove purchaser **Edit Purchaser**

Date Verified:

ID Type: ☒ Individual SSN ☐ Business EIN ☐ ITIN/US Govt ID

SSN/EIN/ID Number:

Address: 468 Main

Company Name:

City: Denver

First Name: Cynthia

State: CO

Middle Name:

Zip Code: 88888

Last Name: Sinny

Email:

Phone: (999) 999-9999

☒ Original purchaser

Cell Phone:

☐ Not Living in Property

[Add Another Purchaser](#)

Buyers Select Closing Agent Verification

If you know the Buyers Select Closing Agent (BSCA) that you want to use, begin typing the name in the Company Name field and select from the list. Click in the Escrow Officer and Backup Officer fields to either select from existing officers or type in alternative names. A backup officer is not required. If your chosen Buyers Select Closing Agent is not listed, complete all of the required fields and it will be created.

Save Closing Agent Changes

Edit Closing Agent

☐ Verify Closing Agent

Date Verified:

Company Name: ATLANTIC ESCROW

Company Phone Number: [REDACTED]

Company Address: [REDACTED]

City: [REDACTED]

State: CA ▼

Zip Code: [REDACTED]

BSCA ID: [REDACTED]

Escrow Officer: [REDACTED]

Escrow Officer Email: [REDACTED]

Escrow Officer Phone: [REDACTED]

Backup Officer:

Backup Officer Email:

Backup Officer Phone:

This check box appears only if you had to type in all the Closing Agent information. If the Closing Agent was already in the system and you found a match, there is no check box.

Conflict of Interest

Save Conflict of Interest Changes

- ☐ At least one of the Purchasers is an Employee, Immediate Family Member, Management Official, and/or Affiliated Entity to HUD Asset Managers (AMs), HUD Field Service Managers (FSMs), Appraisers for any HUD AM, HUD Local Listing Broker, Buyers Selected Closing Agent, HUD (except for employees who have no involvement in management and oversight of HUD-owned properties)
- ☐ At least one of the Purchasers is a HUD Employee

Sales Package Documents

Select the file by clicking the Browse or Choose File button and the document will be automatically uploaded. These file types are permitted: pdf, doc, docx, jpg, jpeg, and png. File upload size limit is 10MB.

EM Amount: \$1,000.00

Copy of Earnest Money Deposit Check

Choose File No file chosen

Date Uploaded:

Buyer Proof of Funds

Choose File No file chosen

Date Uploaded:

Prequalification Letter

Choose File No file chosen

Date Uploaded:

Articles of Incorporation
(for Investors where applicable)

Choose File No file chosen

Date Uploaded:

Broker Designated Signer Letter of Authorization
(if anyone other than the principal broker
will be signing the contract)

Choose File No file chosen

Date Uploaded:

Back

Save All Changes

4. Review/edit the Financing Type.

Save Finance Type Changes

Purchaser is: ☐ applying for HUD/FHA insured financing 203(b)
☐ applying for HUD/FHA insured financing 203(b) repair escrow
☐ applying for HUD/FHA insured financing 203(k)
☐ applying for Conventional or other financing not involving HUD/FHA
☒ paying Cash

5. Review/edit the Designated Signer.

6. Edit/verify the Purchaser(s). For owner occupant bids with more than one purchaser be sure to check if the purchaser does not intend to live in the property.

If you need to add another purchaser, click the **Add Another Purchaser** link.

Purchaser 2

☐ Verify Purchaser ☐ Set as primary purchaser ☐ Remove purchaser

Date Verified: _____

ID Type: ☐ Individual SSN ☐ Business EIN ☐ ITIN/US Govt ID

SSN/EIN/ID Number:	Address:
Company Name:	City:
First Name:	State: Select v
Middle Name:	Zip Code:
Last Name:	Email:
	Phone:
	Cell Phone:

☐ Original purchaser

☐ Not Living in Property

[Add Another Purchaser](#)

7. Review/edit the Closing Agent. If the Closing Agent's documents have expired, or you are entering a Closing Agent that does not yet have a HUD ID, you will need to upload documents (see example below).

Buyers Select Closing Agent Verification

If you know the Buyers Select Closing Agent (BSCA) that you want to use, begin typing the name in the Company Name field and select from the list. Click in the Escrow Officer and Backup Officer fields to either select from existing officers or type in alternative names. A backup officer is not required. If your chosen Buyers Select Closing Agent is not listed, complete all of the required fields and it will be created.

Save Closing Agent Changes

Edit Closing Agent

Company Name: SOUTH STREET ESCROW

Company Phone Number:

Company Address: 45 Main Street

City:

State: CA

Zip Code:

BSCA ID:

Escrow Officer: John Peel

Escrow Officer Email:

Escrow Officer Phone: (999) 999-9999

Backup Officer:

Backup Officer Email:

Backup Officer Phone:

One or both Closing Agent documents has expired. Please upload an updated document and fill out the expiration dates. HUD cannot close on the property unless the Closing Agent forms are up-to-date.

Select the file by clicking the Browse or Choose File button and the document will be automatically uploaded. These file types are permitted: pdf, doc, docx, jpg, jpeg, and png. File upload size limit is 10MB.

A Copy of Closing Agent's State License

Expiration Date (MM/DD/YYYY): (required if document uploaded)

A Closing Protection Letter (CPL) evidencing errors and omissions insurance coverage

Expiration Date (MM/DD/YYYY): (required if document uploaded)

8. Review the Conflict of Interest section. A document may need to be uploaded.

Conflict of Interest

Save Conflict of Interest Changes

☒ At least one of the Purchasers is an Employee, Immediate Family Member, Management Official, and/or Affiliated Entity to HUD Asset Managers (AMs), HUD Field Service Managers (FSMs), Appraisers for any HUD AM, HUD Local Listing Broker, Buyers Selected Closing Agent, HUD (except for employees who have no involvement in management and oversight of HUD-owned properties)

☒ At least one of the Purchasers is a HUD Employee

Conflict of Interest Form

Date Uploaded:

9. Upload remaining required documents.

Sales Package Documents
Select the file by clicking the Browse or Choose File button and then click Upload.
These file types are permitted: pdf, doc, docx, jpg, jpeg, and png. File upload size limit is 10MB.

EM Amount: \$500.00 Copy of Earnest Money Deposit Check Date Uploaded: 09/26/2017	EarnestMoney_56299036.docx	Remove
Buyer Proof of Funds Date Uploaded: 09/26/2017	BuyerProofofFunds_56299037.docx	Remove
Prequalification Letter Date Uploaded: 09/26/2017	PreQualLetter_56299038.docx	Remove
Articles of Incorporation (for Investors where applicable) Date Uploaded:	Choose File No file chosen	
Broker Designated Signer Letter of Authorization (if anyone other than the principal broker will be signing the contract) Date Uploaded: 09/26/2017	BrokerDesignatedSigner_56299039.docx	Remove

10. When you have completed all the changes, click the **Save All Changes** button.

Good Neighbor Next Door (GNND) Documentation

When GNND bids are placed with HUD Homestore, the Selling Broker/Agent will state whether the bidder is a Firefighter/EMT, Officer or Teacher. The following three forms are required to be uploaded at the E-Signature Checklist screen:

- **HUD-9549 GNND Personal Information Questionnaire**
- **HUD-9549-A (Officer)(Teacher)(Firefighter/EMT) Questionnaire**
- **HUD-9549-E GNND Employment Verification**

Once the forms are uploaded the verification checklist is updated.

Save GNND Type Changes
 Good Neighbor Next Door Type: ☐ Firefighter/EMT ☒ Officer ☐ Teacher
Select the file by clicking the Browse or Choose File button and then click Upload.
These file types are permitted: pdf, doc, docx, jpg, jpeg, and png. File upload size limit is 10MB.

HUD-9549 GNND Questionnaire Date Uploaded: 09/26/2017	Policeman_56299033.docx	Remove
HUD-9549-A Officer Questionnaire Date Uploaded: 09/26/2017	Policeman_56299034.docx	Remove
HUD-9549-E Employment Verification Date Uploaded: 09/26/2017	Policeman_56299035.docx	Remove

Upload All GNND Documents