YARDI SYSTEMS

Submitting a Bid on HUDHomestore.com

U.S. Department of Housing and Urban Development

January 2012
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.
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 do not have to be logged in to submit a bid. But you must be logged in to review your bid, to withdraw or modify it, or see if it’s under review, accepted, canceled, or counteroffered.

Submitting a bid

1. Type **www.hudhomestore.com** in your Internet browser. The HUD.GOV/HUDHomes screen appears.

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

   ![Image of Search Results](image_url)

   Search Results for HUD Homes in GA

<table>
<thead>
<tr>
<th>Property Case</th>
<th>Address</th>
<th>Price</th>
<th>Status</th>
<th>Bed</th>
<th>Bath</th>
<th>Listing Period</th>
<th>Bid Open Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Hephzibah, GA 30815</td>
<td>$78,300</td>
<td>3</td>
<td>2.0</td>
<td></td>
<td>1/22/2011</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Douglasville, GA 30135</td>
<td>$141,000</td>
<td>2</td>
<td>2.0</td>
<td></td>
<td>1/22/2011</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Macon, GA 31201</td>
<td>$19,000</td>
<td>3</td>
<td>2.0</td>
<td></td>
<td>1/22/2011</td>
<td></td>
</tr>
</tbody>
</table>

4. In the **Property Case** column, click the case number link for the property. The **Property Details** screen appears.
5. Click **Submit an Offer**.

The **NAID Verification for Selling Brokers, Nonprofits or Government Organizations** screen appears (see next page). Confirm your purchaser is eligible to place a bid on this property by referring to the Eligible Bidders information on that screen.
6. In the **NAID Type** field, select either **Government Agency**, **Nonprofit**, or **Selling Broker**.

7. Type your **NAID**.

8. 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 HUDHomestore and review your bids.

9. Type the security code. The security code is case-sensitive and the letters must be typed exactly as you see them. If you have difficulty with the system accepting the code that you type, click the **Try a new code** link.

10. Click **Submit**. The **Bid Submission** screen appears.
Filling in the Bid Screen

1. Complete all sections of the **Bid Submission** screen and click **Continue**. The **Bid Summary** screen appears (see next page).

⚠️ 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.
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 above), then click Confirm This Bid. The Bid Acknowledgement screen appears.
3. 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.

4. If you want to print the sales contract, click the **Print Sales Contract** link at the top of the screen. This creates a PDF that you can open or save.

   An Asset Manager may require you to use their version of the sales contract rather than the form on HUDHomestore. Check with the Asset Manager to see which version they want submitted.

5. Click **Home** to return to perform another property search.