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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


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

      If you know the search criteria, 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.

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.
5. Confirm your purchaser is eligible to place a bid on this property by referring to the Eligible Bidders information on the Property Details screen.

6. Click the **Submit an Offer** button. The **NAID Verification for Selling Brokers, Nonprofits or Government Organizations** screen appears.
7. In the **NAID Type** field, select **Selling Broker, Government Agency**, or **Nonprofit**.
8. Type your **NAID**.
9. 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.

10. 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.

11. Click **Verify NAID**. The Bid Submission screen appears.
# Filling in the Bid Screen

**Bid Submission**

**Time Remaining for Bid Submission:** 12:47

<table>
<thead>
<tr>
<th>HUD Case Number:</th>
<th>Sale Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>IN (INSURED)</td>
</tr>
<tr>
<td>Richmond, CA,</td>
<td>List Price:</td>
</tr>
<tr>
<td>Contra Costa County</td>
<td></td>
</tr>
</tbody>
</table>

1. Purchaser(s) agree to purchase the premises set forth herein, the following property, as more particularly described in the deed conveying the property to the Secretary of Housing and Urban Development.

2. The agreed purchase price of the property is: $ 

3. Purchaser is:
   - [ ] paying for HUD/FHA insured financing 30(a)
   - [ ] paying for HUD/FHA insured financing 30(b) repair escrow
   - [ ] paying for HUD/FHA insured financing 30(c)
   - [ ] paying for CONVENTIONAL or other financing not involving HUD/FHA.
   - [ ] paying Cash

4. 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: $ 

5. Open sales closing. Seller agrees to pay to the broker identified below a commission (including selling bonus, if offered by the seller): $ 

6. If broker identified below is not the broad listing broker, broad listing broker will receive a commission of: $ 

7. The net amount due Seller is (Purchase price Item 1), 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

9. 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**

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 (AAMs), HUD Field Service Managers (FSMs), Appraisers for any HUD MAE, 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**

- [ ] Individual
- [ ] Licensed Real Estate
- [ ] TRIRUS CIVIC ID

- [ ] Not living in Property

- [ ] SINEHID Number:

- [ ] Confirm SINEHID Number:

- [ ] Company Name:

- [ ] First Name:

- [ ] Middle Name:

- [ ] Last Name:

- [ ] Address:

- [ ] City:

- [ ] State:

- [ ] Zip Code:

- [ ] Email:

- [ ] Confirm Email:

- [ ] Phone:

- [ ] Cell Phone:

**Add Another Purchaser**
1. Complete all sections of the **Bid Submission** screen and click **Continue**. The Bid Summary screen appears.

**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:
Submitting a Bid on HUDHomestore.com

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]
- Sale Type: IE (Insured Escrow)
- Address: [Redacted]
- List Price: $144,000.00
- Uintah County

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) $3,900.00
6b. Upon sales closing, Seller agrees to pay to the broker a commission (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
9. Offer may not be used as a back up offer.

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

Primary Purchaser
- Purchaser ID Type: Individual
- FEMA/EIN/10D Number: XXXX-XXXX-XXXX
- First Name: Morgan
- Middle Name: 
- Last Name: Menopen

Buyers Select Closing Agent Information
- Company Name: [Redacted]
- Company Phone Number: [Redacted]
- Company Address: [Redacted]
- City, State, Zip: Salt Lake City, UT 84101
- ESCA ID: [Redacted]
- Escrow Officer: [Redacted]
- Escrow Officer Phone: [Redacted]
- Backup Officer: [Redacted]
- Backup Officer Email: [Redacted]
- Backup Officer Phone: [Redacted]

Bid Submitter Information
- Name: [Redacted]
- Real Estate License: [Redacted]
- Broker AID: XXDEM00140
- Phone No: (808) 999-9999
- Fax No: [Redacted]
- Email: [Redacted]
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.
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. 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. To review a bid, click the Confirmation Number on the left. The Bid Details screen appears.
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.

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

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

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD Case Number: 441-xxx</td>
</tr>
<tr>
<td>Address: [Redacted location]</td>
</tr>
<tr>
<td>[Redacted address]</td>
</tr>
<tr>
<td>Philadelphia, PA, 19128</td>
</tr>
<tr>
<td>Philadelphia County</td>
</tr>
<tr>
<td>Sale Type: IE (Insured Escrow)</td>
</tr>
<tr>
<td>List Price: $198,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. The agreed purchase price of the property is: $200,000.00</td>
</tr>
<tr>
<td>4. Purchaser is paying Cash</td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

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

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

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.

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Property Case</th>
<th>Purchaser Last Name</th>
<th>Purchaser SSN/UNID</th>
<th>Purchaser Type</th>
<th>Net Bid Amount</th>
<th>Verification Status</th>
<th>Bid Accepted Date</th>
<th>Verify Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>14608919-22809585</td>
<td>521-xxxx</td>
<td>Morgen</td>
<td>XXX-XX-2947</td>
<td>O/O</td>
<td>$120,000.00</td>
<td>Pending</td>
<td>10/03/2017</td>
<td>Checkbid</td>
</tr>
<tr>
<td>14608538-10088199</td>
<td>043-xxxx</td>
<td>Sinny</td>
<td>XXX-XX-0704</td>
<td>O/O</td>
<td>$230,400.00</td>
<td>Pending</td>
<td>10/23/2017</td>
<td>Checkbid</td>
</tr>
</tbody>
</table>

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

Property Case Number: 043-xxxx
Property Address: 930 Tara Pl
Lodi, CA, 95240
San Joaquin County
Bid Confirmation Number: 14608538-10089389

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

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
- [x] Set as primary purchaser
- [ ] Remove purchaser

Date Verified:

ID Type: [ ] Individual SSN [ ] Business EIN [ ] ITIN/US Govt ID

SSN/EIN/ID Number: [Redacted]

Company Name:
First Name: Cynthia
Middle Name: 
Last Name: Sinny

- [ ] Original purchaser
- [ ] Not Living in Property

Address: 468 Main
City: Denver
State: CO
Zip Code: 88888
Email: [Redacted]
Phone: (999) 999-9999
Cell Phone:

Add Another Purchaser
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.
4. Review/edit the Financing Type.

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.
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](image)

8. Review the Conflict of Interest section. A document may need to be uploaded.
9. Upload remaining required documents.

![File Upload Window]

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.

![GNND Attachment Window]