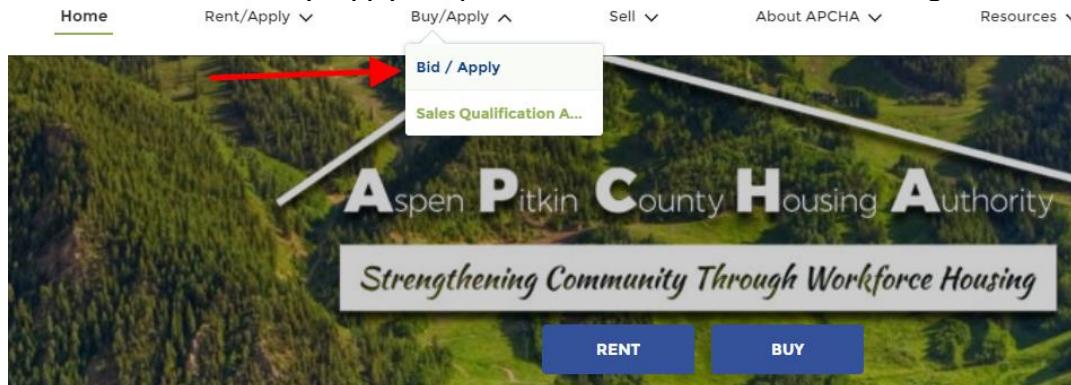


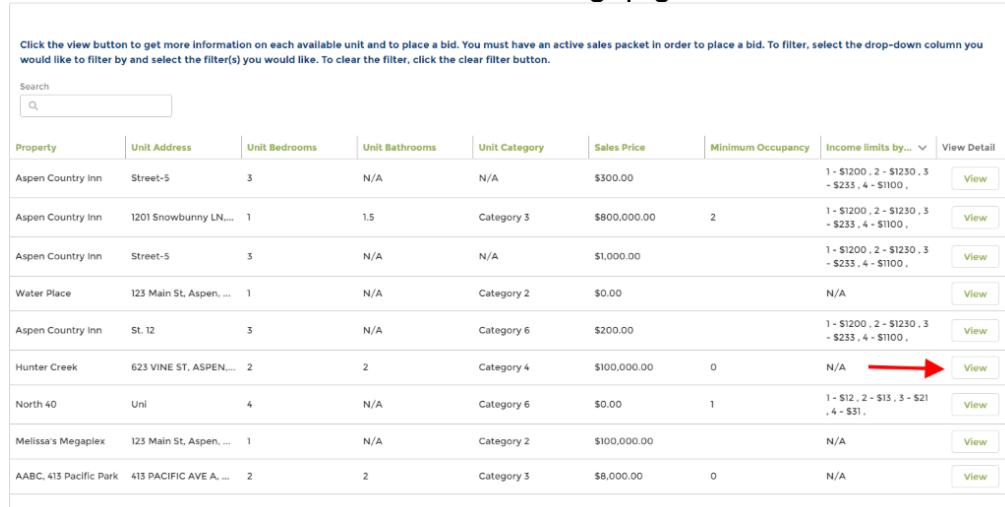
# How to Submit a Bid?

How do I submit a bid for an ownership property? Two important factors before bidding on a unit: **Must have a valid/up to date ownership packet (you can check the status of your packet under your profile and you must be logged in.**

- I. Click on the Buy/Apply drop down and then click on “sale listing”



2. You will then be directed to the listings page.



Click the view button to get more information on each available unit and to place a bid. You must have an active sales packet in order to place a bid. To filter, select the drop-down column you would like to filter by and select the filter(s) you would like. To clear the filter, click the clear filter button.

Property	Unit Address	Unit Bedrooms	Unit Bathrooms	Unit Category	Sales Price	Minimum Occupancy	Income limits by...	View Detail
Aspen Country Inn	Street-5	3	N/A	N/A	\$300.00		1 - \$1200 , 2 - \$1230 , 3 - \$233 , 4 - \$100 ,	<a href="#">View</a>
Aspen Country Inn	1201 Snowbunny LN....	1	1.5	Category 3	\$800.000.00	2	1 - \$1200 , 2 - \$1230 , 3 - \$233 , 4 - \$100 ,	<a href="#">View</a>
Aspen Country Inn	Street-5	3	N/A	N/A	\$1,000.00		1 - \$1200 , 2 - \$1230 , 3 - \$233 , 4 - \$100 ,	<a href="#">View</a>
Water Place	123 Main St, Aspen, ...	1	N/A	Category 2	\$0.00		N/A	<a href="#">View</a>
Aspen Country Inn	St. 12	3	N/A	Category 6	\$200.00		1 - \$1200 , 2 - \$1230 , 3 - \$233 , 4 - \$100 ,	<a href="#">View</a>
Hunter Creek	623 VINE ST, ASPEN....	2	2	Category 4	\$100,000.00	0	N/A <a href="#">View</a>	<a href="#">View</a>
North 40	Uni	4	N/A	Category 6	\$0.00	1	1 - \$12 , 2 - \$13 , 3 - \$21 , 4 - \$31 ,	<a href="#">View</a>
Melissa's Megaplex	123 Main St, Aspen, ...	1	N/A	Category 2	\$100,000.00		N/A	<a href="#">View</a>
AABC, 413 Pacific Park	413 PACIFIC AVE A, ...	2	2	Category 3	\$6,000.00	0	N/A	<a href="#">View</a>

3. Click “view” on the sales listing you are interested in.
4. Click on “submit a bid” you will then be prompted to login to your account. If you don’t have an account, follow the “how do I create an account” steps. (do we want to add info letting submitters know to make sure their income limits and assets are up to date? So, they qualify?)

**Hunter Creek**  
523 VINE ST

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**Property Description**

Category	Max Sales Price	Bedroom	Bathroom
Category 4	\$100000.00	2	2

**Listing Description** Listing Info for Selss

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**Income Limits**

1-Person Household	\$158,600.00	2-Person Household	\$181,250.00
3-Person Household	\$203,900.00	4-Person Household	\$226,550.00

In order to place a bid, you must have a non-expired qualification packet on file. You can verify your sales qualification under your profile.

**Submit a Bid**

5. Once you are on the bid submission e-form, make sure you fill out the required boxes: The bid price, what is your current living situation? (if there is more than one applicant, do they need to be added as household member, so they populate in “applicant B”)

**Property Details**

Unit/House: 623 VINE ST

\* Bid Price: \$100,000.00

**Applicant Details**

\* Applicant A: Pepe LePew, Birthdate: Jan 1, 1990, Phone: 9542630650, Email: pepelepew856@gmail.com

\* Applicant B: (Search bar) Birthdate: (Search bar), Phone: (Search bar), Email: (Search bar)

\* Total # of Adults: (Search bar) \* Total # of Dependents: (Search bar)

**What is your CURRENT living situation?**

Current Owner:  Current Tenant:   
 In-Complex:  Is your current residence?  --None--

**Physical Address**

Physical Street: 18 Truscott PI  
 Physical City: Aspen, Physical State/Province: CO  
 Physical Zip/Postal Code: 81611, Physical Country: (Search bar)

**Terms & Conditions**

I accept above terms & conditions

**Pay Online & Submit Bid**

6. Once you have filled out all the required information and read the terms and conditions click on “pay & submit bid.”

7. The payment screen will pop up and it asks for a Credit Card or Electronic check (AHC). Choose your preferred payment method and fill out the information, then click “checkout”

8. Once the payment goes through successful, a box that says, “transaction is successful” will pop-up. Click on the close button.

9. You will be directed to the final page that will provide you with your “bid number.”

