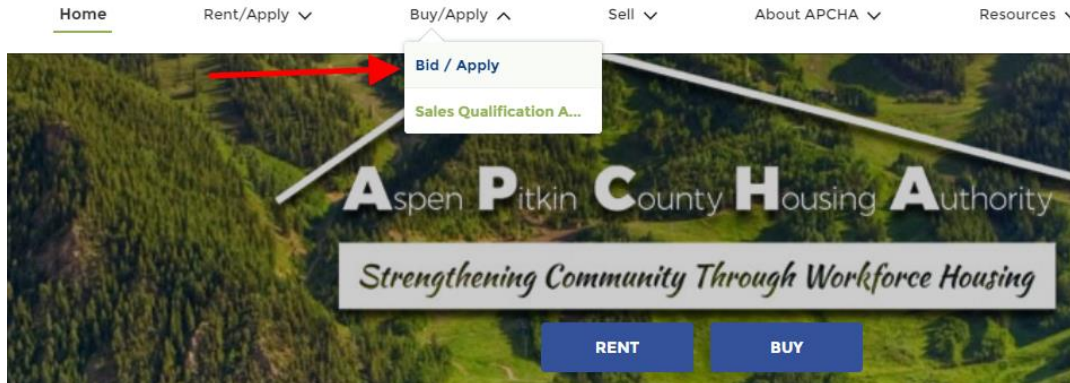


# How to Submit a Bid?

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.**

## 1. 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.

Search

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 - \$1100 ,	<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 - \$1100 ,	<a href="#">View</a>
Aspen Country Inn	Street-5	3	N/A	N/A	\$1,000.00		1 - \$1200 , 2 - \$1230 , 3 - \$233 , 4 - \$1100 ,	<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 - \$1100 ,	<a href="#">View</a>
Hunter Creek	623 VINE ST, ASPEN...	2	2	Category 4	\$100,000.00	0	N/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	\$8,000.00	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

II

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**Property Description**

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

Listing Description: Listing Info for Sells

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**Income Limits**

1-Person Household	\$158,600.00	2-Person Household	\$181,250.00
1-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](#)

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**Important Information**  
11/25/2020

No in-complex Bid Period - Any interested household who needs to update their packet or provide a new packet, the deadline is 12/02/2020 at 4pm.  
Public Bid Period Ends: 4 PM Wednesday, 12/09/2020  
Lottery: 12 PM Monday, 12/14/2020  
All 2019 W2s and Federal and State Income Tax Returns are now required. Extensions not accepted.  
New bidders or households with expired packets, must bring in their completed/updated packet by 4pm on 9/2/2020, must also complete a homebuyer education course and submit the certificate (if not already completed - provided to APCHA).

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    Max Sales Price: \$100,000.00

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**Applicant Details**

\* Applicant A: Pepe LePew    Birthdate: Jan 1, 1990

Phone: 9542630650    Other Phone: [ ]

Email: pepelepew856@gmail.com

Applicant B: [ ]    Birthdate: [ ]

Phone: [ ]    Other Phone: [ ]

Email: [ ]

\* Total # of Adults: [ ]    \* Total # of Dependents: [ ]

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**What is your CURRENT living situation?**

Current Owner:     Current Tenant:

In-Complex:     Is your current residence?: --None--

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**Physical Address**

Physical Street: 18 Truscott Pl

Physical City: Aspen    Physical State/Province: CO

Physical Zip/Postal Code: 81511    Physical Country: [ ]

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**Terms & Conditions**

- I/we understand that, I/we must not own any developed residential real estate or mobile home in the Ownership Exclusion Zone.
- If buying APCHA property, any real estate owned in the Ownership Exclusion Zone must be listed for sale prior to or simultaneously with the closing on the employee housing unit. I/we must sell the property within 180 days of the closing on the employee housing unit; otherwise, I/we must list the employee housing unit for sale immediately as specified in the deed restriction.
- I/we understand that if I/we rent or own deed-restricted property and if I/we are found to be out of good standing with that property, I/we will be disqualified from renting/holding/purchasing the unit within the housing program.
- I/we understand that if the documentation that I/we have provided is found to be false or non-verifiable, I/we will be disqualified.
- I/we authorize APCHA to make necessary inquiries to evaluate my/our employment, assets and income. I/we give APCHA permission to access my/our credit reports. I/we authorize APCHA to obtain a copy of the completed loan application from the lender.

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.”

