ONE HOUSE AT A TIME

Bidder Application Instructions

Thank you for your interest in becoming a bidder with One House At A Time. Please complete the following application. You can type directly into the fields on the form and then print it out. Or, if you prefer, you can print out a blank form and fill it in by hand. Then, scan/email, fax, or mail the completed form and supporting documents to our office.

Contact us with questions or for assistance: **office@onehousebaltimore.org** or **410-467-1826**.

To be approved, applicants must demonstrate:

1. **Financial ability:** Submit documentation showing assets to support the purchase and rehabilitation of the vacant property within 12 months of the date of settlement.

2. **Business experience:** Demonstrate thorough knowledge of and/or experience in real estate transactions and the rehabilitation of vacant property in Baltimore. Include addresses where renovation work was completed.

3. **Good standing as a property owner in Baltimore:** Applicant must be in good standing with Baltimore City, including, but not limited to, housing code and building code enforcement agencies.

   To verify good standing, all applicants must disclose:

   - All properties owned, in whole or in part, by the individuals and/or members of the individual's immediate family, including LLCs owned in whole or in part by said persons.

   - All properties owned, in whole or in part, by the members, principals, partners, and/or resident agents of the corporate entity, including LLCs owned in whole or in part by said corporate entity.

   - Any and all court actions involving Baltimore City regarding any real property owned in whole or in part by the individuals or corporate entities.

   - Any and all relationships with any individuals and/or corporate entities that have been disqualified by One House At A Time in the past.

Complete all six sections of the following application form.

Be sure to initial where appropriate, sign, and date it. Attach the required documentation and scan/email, fax, or mail the application (excluding the instruction page) to:

One House At A Time
3553 Chestnut Avenue, Suite 2N, Baltimore, MD 21211

Fax: **443-438-9113**   Email: **office@onehousebaltimore.org**

NOTE: The completed application and required documentation must be submitted no later than five (5) business days before an auction in order to participate as a bidder in that auction.

Helping to rebuild Baltimore

ONE HOUSE AT A TIME

Bidder Application

This is a fillable form. Type your answers here and then print the page or print a blank copy and complete by hand.

1. Legal form of applicant (check one):

☐ Person ☐ Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company
☐ Not-For-Profit (Attach 501(c)(3) determination letter)

2. Legal name of applicant (person or business): _____

3. Contact person: _____

Address: _____

Phone: _____ Fax: _____

email: _____

4. Attach documentation of **financial ability to purchase and rehabilitate** the property, including, but not limited to, bank statements and guaranteed lines of credit. You may remove any personal information except your name or company name.

5. Describe your business, its scope of operations, and **how it demonstrates that you have the experience and ability to purchase and rehab vacant properties**. List, by address, up to three properties in Baltimore City that the applicant has rehabbed in the past five years.

_____

_____

_____

_____

_____

6. Disclosures:

6a. **List all properties owned** in whole or in part by the individual and/or members of the individual's immediate family, including LLCs owned in whole or in part by said persons. If a corporate entity, list all properties owned in whole or in part by the members, principals, partners, and/or resident agents of the corporate entities, including LLCs owned in whole or in part by said corporate entities or individuals.   If none, initial here: **X** _____

6b. **List all court actions involving Baltimore City regarding any real property owned** in whole or in part by the individuals or corporate entities.   If none, initial here: **X** _____

6c. **List any and all relationships with any individuals and/or corporate entities that have been disqualified by One House At A Time** in the past.   If none, initial here: **X** _____

I hereby swear or affirm, under the penalties for perjury, that the foregoing statements and answers contained in this application and any addendum attached hereto are true to the best of my knowledge, information, and belief.

☐ **YES!** Add me to your email list to receive notifications of upcoming auctions, properties for sale, and other One House At A Time news.

Signature: **X** _____ Date: _____