

## 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 a blank form and fill it in manually. 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](mailto:office@onehousebaltimore.org) or 410-467-1826.

### Applicants must demonstrate:

- Financial ability:** Submit documentation showing assets to support the purchase and rehabilitation of the vacant property within 12 months of the date of settlement.
- Business experience:** Demonstrate thorough knowledge of and/or experience in real estate transactions and the rehabilitation of vacant property. Include addresses in Baltimore City (or if none, list other Maryland jurisdictions) where renovation work was completed with permits.
- Good standing:** If Applicant (or its affiliates/related parties) owns property in Maryland including Baltimore City, then the applicant and its properties must be in good standing which includes but is not limited to: not having outstanding or unresolved housing code or building code enforcement actions/notices. Note: Prior ownership of property in Baltimore City (or Maryland) is not a prerequisite to qualifying.

*To verify good standing, all applicants must disclose:*

- All properties owned, in whole or in part, by the individuals and/or affiliates/related parties including 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 affiliates/related parties including 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 or code enforcement actions involving a) Baltimore City and b) all other Maryland jurisdictions regarding any real property owned in whole or in part by the individuals or corporate entities or affiliates/related parties.
- 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, Inc.

3553 Chestnut Avenue, Suite 2N, Baltimore, MD 21211  
Fax: 443-438-9113 Email: [office@onehousebaltimore.org](mailto: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.**



### One House At A Time Inc. Bidder Application

41 Legal form of applicant (check one):

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

51 Legal name of applicant (person or business): \_\_\_\_\_

61 Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

71 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.

81 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 (if none, then list other Maryland properties) that the applicant has rehabbed with permits in the past five years.

91 **Disclosures:**

**6a. List all properties owned** in whole or in part by the individual and/or members of the individual’s immediate family and affiliates/related parties 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 and all code enforcement actions in Maryland, including 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 news.

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_