

Auction Bidder Checklist



Check before you submit your bid! Do you have the following?

- Completed auction bid form.
- Complete, valid 5% down payment.
 - Include a self-addressed, stamped envelope (SASE) if you would like your check or money order to be returned to you should you not be named the apparent high bidder. Credit card information will be destroyed.
- Are the bid form and payment sealed in a bid envelope?
- The outside of the envelope should be clearly labeled with the:
 - parcel number,
 - bidder name,
 - address, and
 - phone number.
- Has the bid envelope been enclosed in an outer envelope for mailing or delivery?

If you can check each of the boxes above, your bid is ready to be submitted!

All bids should be mailed to:
DNR Public Information Center
 550 West 7th Avenue, Ste. 1260
 Anchorage, Alaska 99501

Please note, if you are the apparent high bidder you will be asked to provide the following:

- Proof of Alaska residency, including a copy of valid, current photo ID.
- Declaration of Intent form, including the \$100 document handling fee.

In addition to the above items, you would need to supply the following in the event that you would like to use your once-in-a-lifetime Veteran's discount:

- Completed Veteran's Discount Application/Affidavit form.
- A copy of your DD-214, showing length of service and the character of discharge.

1. PLACE A, B, & C INTO INTERNAL SEALED BID ENVELOPE

2. PLACE INTERNAL SEALED-BID ENVELOPE IN EXTERNAL ENVELOPE

INTERNAL SEALED BID ENVELOPE

2016 ALASKA STATE LAND AUCTION #478
 SEALED BID ENCLOSED
 Parcel # **1555**
 Subdivision: **Sample**
 All Bidder Name(s): **John Doe**
 Primary Bidder Address: **123 Example St. Somewhere, AK**
 Primary Bidder Phone Number: **907-555-5555**
 Primary Bidder Email (optional):

EXTERNAL ENVELOPE

John Doe
 123 Example Street
 Somewhere, AK

2014 Alaska State Land Auction #474
 SEALED BID ENCLOSED
 State of Alaska, DNR Financial Services Section
 550 West 7th Avenue, Suite 1260
 Anchorage, Alaska 99501

2016 ALASKA STATE LAND AUCTION #478
 SEALED BID ENCLOSED
 State of Alaska, DNR Public Information Center
 550 West 7th Avenue, Suite 1260
 Anchorage, Alaska 99501

ALASKA STATE LAND AUCTION BID FORM

Please read all the information in the current Alaska State Land Offering Brochure before completing this form. Please PRINT LEGIBLY when filling out this form and remember to sign the certification below.

Name(s): _____

Authorized Agent (if any): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Alternate #: _____ Email: _____

Bidders must have been Alaska residents for at least one year immediately preceding the date of the auction and must be 18 years of age or older on or before the date of bid. Corporations, businesses and non-Alaska residents are NOT eligible to bid for parcels in the Sealed-Bid Auction, except on commercial parcels as indicated in the brochure. They are eligible to apply for parcels in the subsequent Over-the-Counter Offering.

I hereby submit a bid to purchase Parcel #

The amount of my bid is (please write out the amount in words and numbers): \$ _____ Dollars*****

BIDS LOWER THAN THE MINIMUM BID AMOUNT WILL BE REJECTED

The amount of my bid deposit is \$ _____ (minimum 5% of the bid amount – ROUND UP!)

I have enclosed a personal check, money order, cashier's check, or a certified check, payable to the Department of Natural Resources, or have provided Visa or MasterCard information and authorization for payment, in an amount not less than five percent of the bid amount as a bid deposit to purchase the above described parcel. I agree that the bid amount represents the purchase price that I shall pay for the parcel if my offer is accepted. I further agree that the bid deposit also constitutes a deposit required under AS 38.05.860(a) to reimburse the department for costs incurred in the disposal, and an earnest money deposit required under AS 38.05.860(b). If my offer is accepted, and for whatever reason I decide not to purchase the parcel, I understand that this bid deposit may be forfeited as earnest money to the State of Alaska.

By my signature below, I hereby certify that:

- I have been an Alaska resident for at least one year immediately preceding the date of the auction;
- I am 18 years of age or older;
- I have checked for any errata or supplemental information and accept the terms and conditions therein, and;
- I am making an unconditional promise to pay, on demand or on the date of the acceptance of this bid, a bid deposit of at least 5% of the bid amount, to the order of the Department of Natural Resources.

By signing below, I also acknowledge that if I am the successful bidder and do not meet the qualifications for a purchase contract listed below, I must pay the bid amount in full.

- I have not held a purchase contract or lease issued by the department that has been administratively foreclosed or terminated for cause within the past three years;
- I am not currently in default for nonpayment on a purchase contract or lease issued by the department, and;
- I am not in default for nonpayment of municipal taxes or assessments on a purchase contract or lease issued by the department.

Signature: _____ Date: _____

Signature: _____ Date: _____

NOTE: This bid form must be filled out completely and submitted with all of the appropriate attachments and fees. Failure to do so may result in the rejection of your bid. AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made a part of the state public land records and becomes public information at the time the bid is opened under AS 40.25.110 and 40.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(9) and confidentiality is requested). Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 44.99.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210.

CREDIT CARD USERS: This authorization constitutes an unconditional promise to pay the bid deposit amount, if you are the successful bidder. This authorization includes consent to adjust the amount charged if the amount you specify is less than the required 5% of the bid amount. Your credit card will not be charged unless you are the successful bidder when all bids are opened. All credit card information will be destroyed immediately following the auction and will not become public information. Please print information clearly.

Circle one: VISA Mastercard Discover Credit Card Number: ---

Expiration Date: _____ Amount of Charge: \$ _____ Name on Card: _____

Billing Address (optional): _____

Verification Code (optional; last 3 digits in signature block, on back of card): _____

(Note: Some financial institutions require the Verification Code for large transactions.)

Customer Signature: _____ Phone Number: _____