

Details steps for bidding

1. Go to the U.S. General Services Administration real property auction site:
<http://www.auctionrp.com/>.
2. Search for a property using the search form located on the right side of the homepage. The search form contains three optional dropdown boxes:
 - a. State - the state where the property is located
 - b. Property Type - the type of property:
 - i. Agricultural
 - ii. Commercial
 - iii. Industrial
 - iv. Land
 - v. Multi-residential
 - vi. Residential
 - c. Status - the current status of the property
 - i. Now Open
 - ii. Coming Soon
 - iii. Closed
 - iv. Temporarily Suspended

Select the desired search options and click the 'Go' button to view the search results.

3. The search results page lists the properties that match the specified search criteria. The listing includes the Status, Property Name, City, State, Property Type, Current Bid and Auction Type for each property. Details for each property can be accessed by clicking either the "property title" or "view".
4. Review the property details, including the Invitation for Bids, to determine your interest. To bid on the property you will need to register to bid. In the top right corner of the property details page there is a 'Sign In/Register' link. Click 'Sign In/Register'.
5. If the bidder has not logged in, bidder must enter email address and password. If a bidder is new to auctionrp then the bidder must create an account.
6. Once a bidder is logged in, click the 'Submit Bid' link to view the bid details. Complete the bid details and click 'Continue'. Review the confirmation page including details on payment procedures and the bid form PDF. Bidders will have to provide a Registration Deposit described in the Invitation for Bids. Upon receipt of the proper Registration Deposit, GSA will allow a bidder to place a bid.
7. Bidders that have had their registration approved by submitting a registration deposit will be shown a pop-up window. Complete the following fields:
 - a. Bid Amount - amount displayed based on the current high bid plus the bid increment
 - b. Confirm Bid Amount
 - c. Password - bidder assigned when account was created
 - d. Property Code - each property has a unique property code

After specifying these options user can click 'Submit' to have the bid placed for the property.

