



U.S. General Services Administration (GSA)

GSA Real Estate Sales (G-RES)

RealEstateSales.gov

Bidders User Guide



<b>What is a Bidder?</b> .....	<b>3</b>
<b>Why Become a Bidder?</b> .....	<b>3</b>
Signing into RealEstateSales.gov .....	3
<b>Navigating RealEstateSales.gov</b> .....	<b>8</b>
Without Logging Into RealEstateSales.gov.....	8
Browse Listings .....	8
View Listings .....	9
Search and Filter Listings.....	9
Search:.....	10
More Filters: .....	10
By Category:.....	10
By Distance: .....	11
General:.....	11
Listing Status Tabs.....	12
Map View:.....	12
Viewing an Online Auction: .....	12
Viewing a Sealed Bid Auction: .....	16
After Logging Into RealEstateSales.gov .....	19
Favorite Listings .....	19
Registering to Bid on a Listing: .....	20
Bidding on an Online Auction Listing: .....	24
Placing a Flat Bid: .....	24
Setting a Proxy Bid:.....	24
Inactivity Period: .....	24
Bidding on a Sealed Bid Auction:.....	24
Auction Closing for Online Auction.....	27
Auction Closing for Sealed Bid Auction.....	27
Access the Buyer Dashboard.....	27
My Bids:.....	28
Online Auction Dashboard: .....	29
Sealed Bid Auction Dashboard: .....	30
Favorite Listings: .....	30
View Profile: .....	31
Auction Notifications:.....	31

## About RealEstateSales.gov

GSA's Office of Real Property Disposition (RPD) is responsible for selling surplus Federal land, improvements to land, and rights to land. These properties can vary widely in location, size, use and value such as undeveloped land, commercial and industrial facilities, office buildings, military holdings warehouses, lighthouses, single and multi-family residences, easements, mineral rights, water rights, air rights and more. Properties may be located in any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and the U.S. Pacific Territories.

## What is a Bidder?

If you've created a Subscriber account with RealEstateSales.gov and are interested in bidding on properties, you can use the same login to become a Bidder. A Bidder is a Subscriber who has completed the Identity Verification process via Login.gov, granting them eligibility to bid on specific auction listings. By becoming a Bidder, you can actively participate in auctions and place bids on GSA Real Estate properties listed on RealEstateSales.gov. Becoming a Bidder allows you to actively participate in auctions and make bids on GSA Real Estate properties on RealEstateSales.gov.

## Why Become a Bidder?

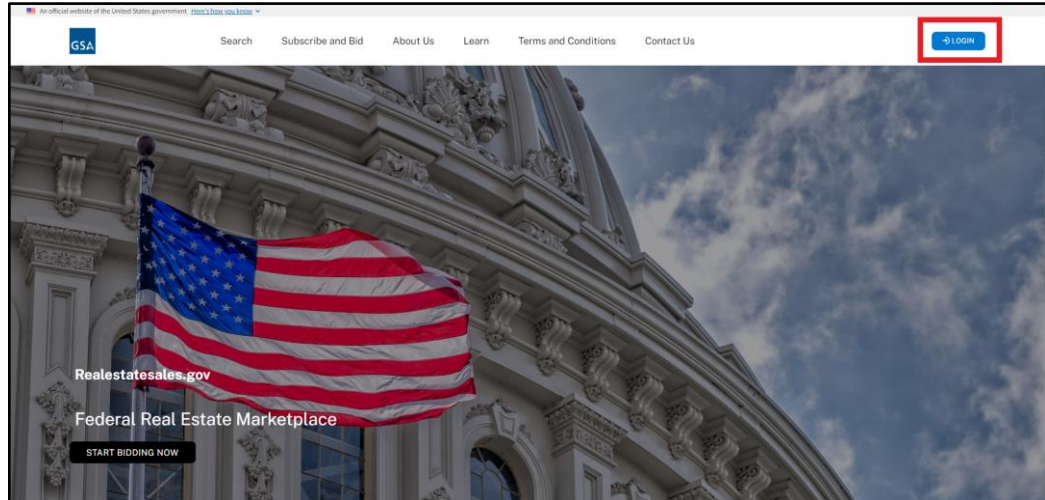
Becoming a bidder provides access to the full suite of features within RealEstateSales.gov, including the ability to participate in auctions, place bids, and stay informed about properties of interest via subscribing to properties of interest.

## Signing into RealEstateSales.gov

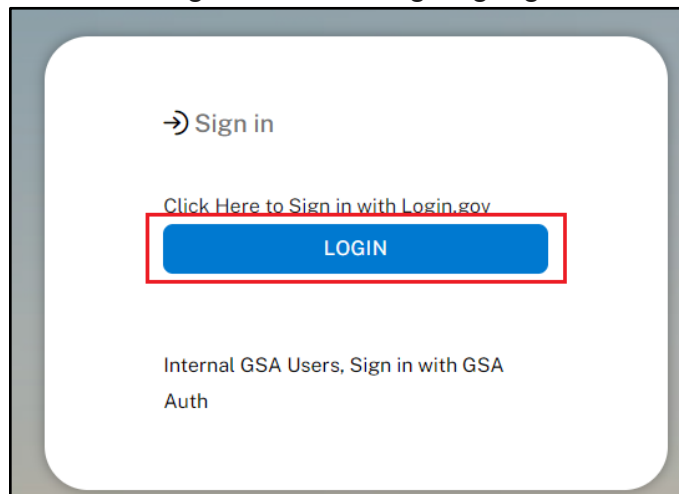
To login into RealEstateSales.gov, a Login.gov account needs to be created. There is no approval requirement or account provisioning needed in order to create an account within Login.gov.

1. Navigate to the application by going to the url <https://realestatesales.gov>

2. Once you are on RealestateSales.gov click on the Login button, this will allow you to sign in with Login.gov, and if you do not have an account with Login.gov already, you can create one with this button as well.



3. Click on Login, this will allow you to create an account with Login.gov if you do not already have one or log into an existing Login.gov account..



4. If you already have a Login.gov account, sign in with your existing credentials.

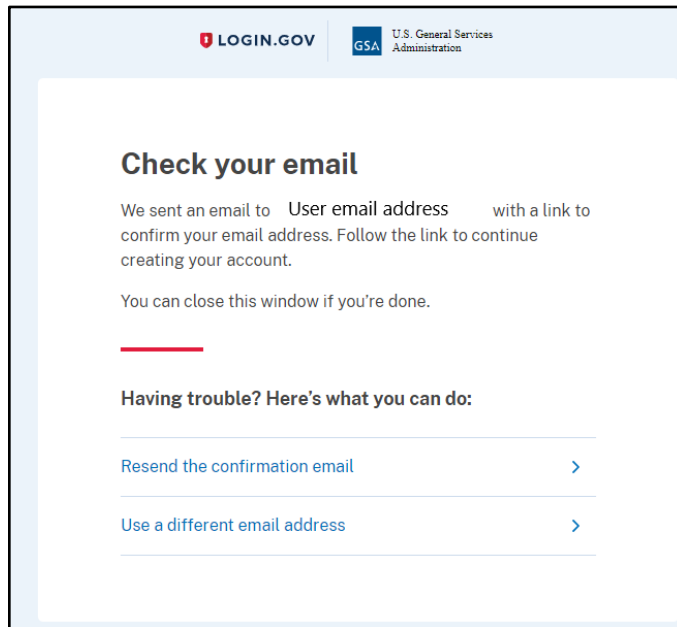
The screenshot shows the 'Sign in for existing users' page. At the top, there are two buttons: 'Sign in' (highlighted in blue) and 'Create an account'. Below this is the heading 'Sign in for existing users'. There are two input fields: 'Email address' and 'Password'. Below the password field is a checkbox labeled 'Show password'. At the bottom, there is a large blue 'Sign in' button and a link that says 'Sign in with your government employee ID'.

5. If you do not have an existing Login.gov account, click on Create an account.

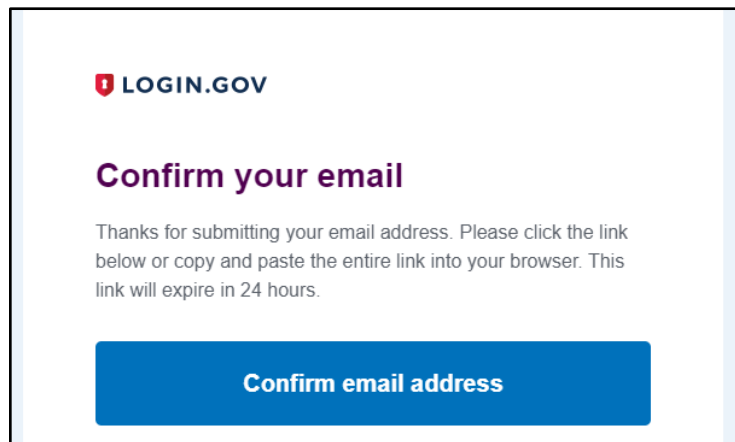
The screenshot shows the 'Create an account for new users' page. At the top, there are two buttons: 'Sign in' and 'Create an account' (highlighted in blue). Below this is the heading 'Create an account for new users'. There is an input field labeled 'Enter your email address'. Below that is a section titled 'Select your email language preference' with the text 'You will receive emails from Login.gov in the language you choose.' There are four radio button options: 'English (default)' (selected), 'Español', 'Français', and '中文 (简体)'. Below these is a checkbox labeled 'I read and accept the Login.gov Rules of Use' with a link to the rules. At the bottom, there is a large blue 'Submit' button.

6. Enter your email address, select desired language, and read and accept the Login.gov Rules of use. Then click submit.

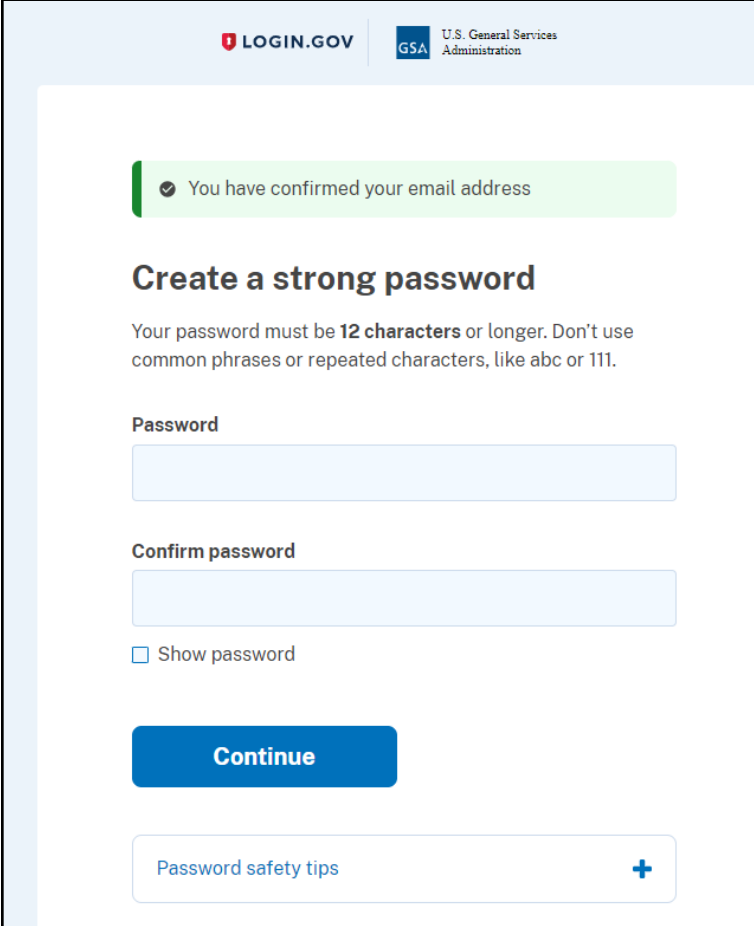
You will then receive an email to the account you used for your login.gov email address prompting you to confirm your email.



7. Navigate to your email and find the confirmation email was sent to the email address entered in step 5 to confirm email.

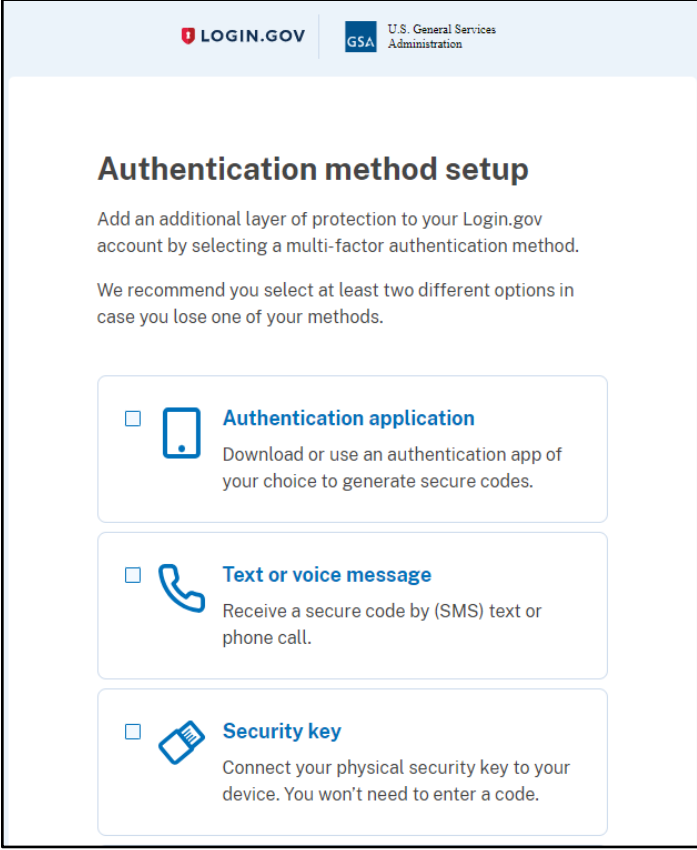


8. Once your email is confirmed, create a strong password for the account.



The screenshot shows the LOGIN.GOV interface for creating a strong password. At the top, there are logos for LOGIN.GOV and the U.S. General Services Administration. A green notification bar at the top left states "You have confirmed your email address". The main heading is "Create a strong password", followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." Below this are two input fields: "Password" and "Confirm password". A checkbox labeled "Show password" is positioned below the second field. A blue "Continue" button is centered below the fields. At the bottom, there is a link for "Password safety tips" with a plus sign icon.

9. Choose an authentication method to secure your account.



The screenshot shows the 'Authentication method setup' page on Login.gov. At the top, there are logos for LOGIN.GOV and GSA U.S. General Services Administration. The main heading is 'Authentication method setup'. Below the heading, there is a paragraph: 'Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.' There are three options listed, each with a checkbox and an icon:

- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Security key**  
Connect your physical security key to your device. You won't need to enter a code.

10. Once multi-factored authentication is set up, Agree and Continue into RealEstateSales.gov.

11. You are now logged into the application as a subscriber. To become a bidder, you must register to bid on a specific listing which is outlined below.

## **Navigating RealEstateSales.gov**

### **Without Logging Into RealEstateSales.gov**

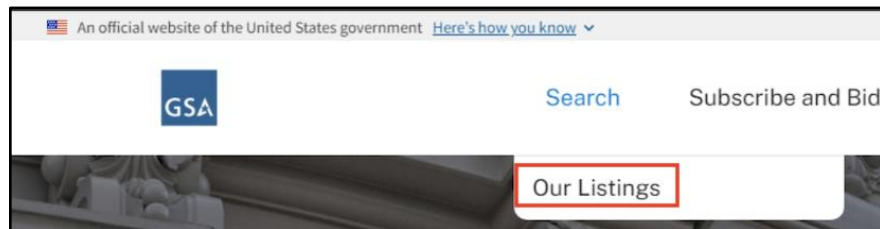
#### **Browse Listings**

Without logging into the system, GSA Real Estate Sales site provides intuitive search functionality for all users. All visitors of the site can perform advanced searches to filter real estate listings based on specific criteria, such as location, property type, or auction status. These enhanced features allow for a more tailored and efficient search experience.

## View Listings

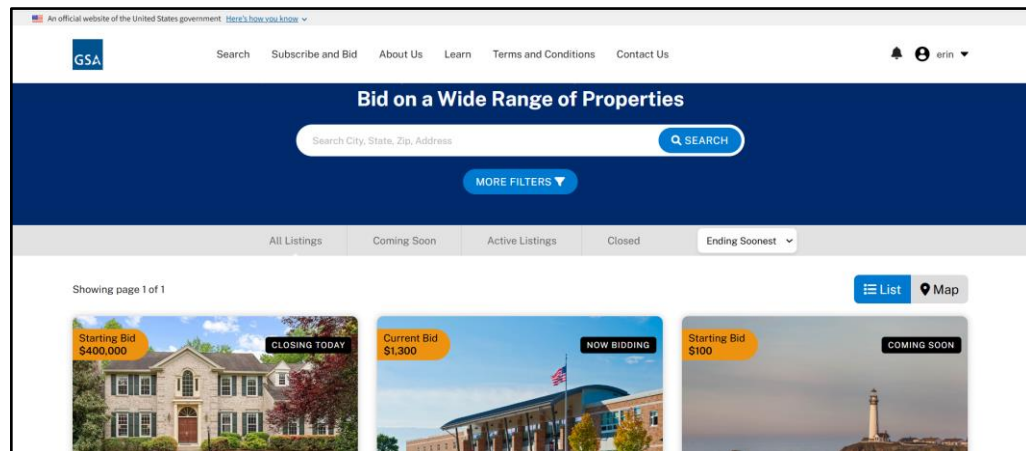
The Listings tab allows you to view all available properties within the GSA Real Estate Sales site. From this central location, you can explore the full range of listings and conduct additional querying to refine their search. Detailed guidance on advanced querying options is provided in future sections of the user guide.

1. On the application home page, navigate to the Listings tab by hovering over the “Search” button along the top banner of the page and click the “Our Listings” subsection underneath.



2. This action takes you to the Listings page, where you can view all available properties. From here, you can further refine their search using a variety of filters and query options to find listings that match their specific needs.

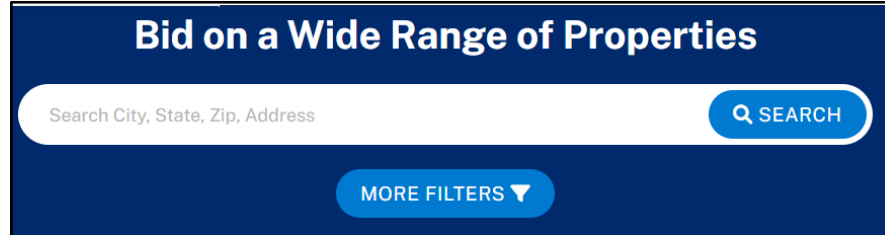
## Search and Filter Listings



On the Listings page of the GSA Real Estate Sales website, you have multiple tools to search and filter listings effectively within the application. These features ensure you can efficiently navigate and discover properties of interest. These options include:

## Search:

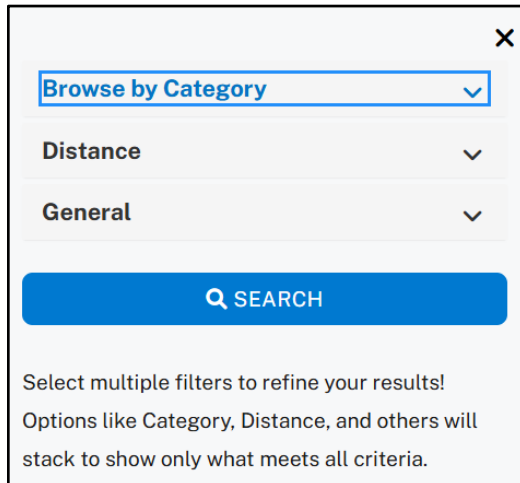
You can enter keywords or specific terms such as zip code, street address, city, and state (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and the U.S. Pacific Territories) to locate listings matching that exact search.



The image shows a dark blue search interface. At the top, it says "Bid on a Wide Range of Properties" in white. Below that is a white search input field with the placeholder text "Search City, State, Zip, Address". To the right of the input field is a blue button with a magnifying glass icon and the word "SEARCH". Below the search bar is a blue button with the text "MORE FILTERS" and a downward-pointing triangle icon.

## More Filters:

A variety of filters will allow you to refine your search based on specific criteria, such as location, property type, or price range. Selected filters within the pop-up will stack, meaning only listings that match all of the selected criteria will be displayed.



The image shows a white pop-up window with a close button (X) in the top right corner. It contains three filter categories: "Browse by Category" (highlighted with a blue border and a dropdown arrow), "Distance" (with a dropdown arrow), and "General" (with a dropdown arrow). Below these is a blue button with a magnifying glass icon and the word "SEARCH". At the bottom, there is a message: "Select multiple filters to refine your results! Options like Category, Distance, and others will stack to show only what meets all criteria."

## By Category:

The "By Category" filter enables you to refine your search by selecting a specific type of listing (e.g., Commercial). This filters the results to display only listings within the chosen category, making it easier to focus on relevant options.

A screenshot of a dropdown menu titled "Browse by Category". The menu is open, showing a list of categories: "All Real Estate", "Residential (2)", "Commercial (1)", and "Land/Lots (0)".

#### By Distance:

The "By Distance" filter allows you to enter a ZIP code and specify a search radius (up to 500 miles). This feature displays listings located within the defined distance from the entered ZIP code.

A screenshot of a form titled "Distance". It contains a "Search For" input field, a "Near Zip Code" input field, and a "Radius" dropdown menu with a "Select" button.

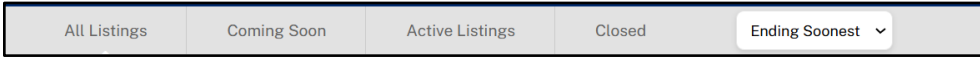
#### General:

The General Tab allows you to refine their search by filtering various criteria, including asset type (e.g., lighthouse), property type, and auction type. You can specify the auction type, such as online auction, to focus on listings that meet your specific needs.

A screenshot of a form titled "General". It contains three dropdown menus: "Asset Type" with "All" selected, "Property Type" with "All" selected, and "Auction Type" with "All" selected.

## Listing Status Tabs

You can browse listings by selecting tabs that categorize properties by their current status, such as All Listings, Coming Soon, Active, and Closed.

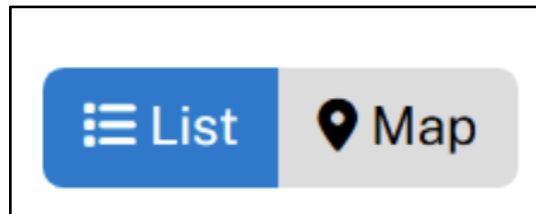


## Map View:

The Map View displays listings on an ESRI map, showing their locations with indicators that reflect the status of each listing. This interactive feature allows you to view and interact with specific markers that correspond to the auction status, providing a visual representation of available properties.

- Green Circle = Active Listing
- Yellow Triangle = Coming Soon Listing
- Red Square = Closed Listing


To switch between the map view and the list view, use the toggle on the right hand side of the result set to select “List” or “Map”.



## Viewing an Online Auction:

When you select an Online Auction to view you will see any relevant images/videos that are associated with the listing as well as baseline information about the property.

GSA Search Subscribe and Bid About Us Learn Terms and Conditions Contact Us



1 Photos

**Former Rosa Parks Federal Building**  
 333 Mount Elliott St  
 Detroit, MI, 48207  
 Case Number: MI0858AA  
 Sale Number: CHICA124002001

Starting Bid **\$300,000**

**About Property**  
 333 Mount Elliott St, Detroit, Michigan, 48207

333 Mount Elliott St measures +/- 3.18-acres, and the Property is improved with the historic building and annex, a boiler house, a garage, and a paved parking lot. In 1962, a two-story glass and aluminum annex was added to the historic building. The buildings total 42,655 square feet of office, storage, and other space.

Located in the former warehouse and shipping district east of downtown Detroit, the Property was originally constructed in 1933 as a United States Immigration Station. The historic building is a three-story Colonial Revival style building constructed of brick with limestone decorative elements. Stylistic elements include a symmetrical primary facade, a prominent entablature with projecting cornice, quoins simulating columns, main entry with pediment and columns, and a cupola.

Property Highlights Interior Features Exterior Features IFB and Other Documents

**Online Auction**  
 Jan 21 - Jan 24, 2025 1:00 PM CST

**Bidding Ends In**  
 00 DAYS 22 HOURS 19 MINS 49 SECS

**\$300,000**  
 Starting Bid

All relevant information needed to know about the listing is shown including the following:

- Short description about the property

### About Property

333 Mount Elliott St, Detroit, Michigan, 48207

333 Mount Elliott St measures +/- 3.18-acres, and the Property is improved with the historic building and annex, a boiler house, a garage, and a paved parking lot. In 1962, a two-story glass and aluminum annex was added to the historic building. The buildings total 42,655 square feet of office, storage, and other space.

Located in the former warehouse and shipping district east of downtown Detroit, the Property was originally constructed in 1933 as a United States Immigration Station. The historic building is a three-story Colonial Revival style building constructed of brick with limestone decorative elements. Stylistic elements include a symmetrical primary facade, a prominent entablature with projecting cornice, quoins simulating columns, main entry with pediment and columns, and a cupola.

- Property Highlights

Property Highlights Interior Features Exterior Features IFB and Other Documents

### Property Highlights

Property Type: Office

Asset Type: Commercial

Square Footage: 42655

Year Built: 1933

Lot Size: 90.40 Acres +/-






Case Number: MI0858AA

- Interior Features (if any)
- Exterior Features (if any)

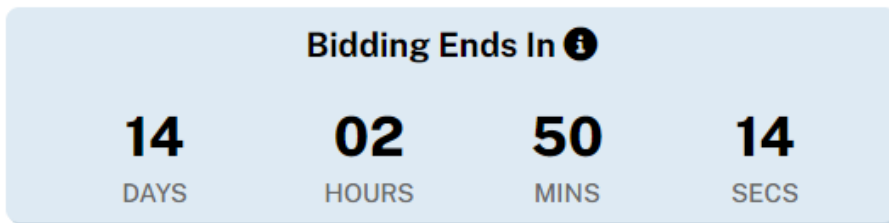
- IFB and other documents



### IFB and Other Documents

-  Example 5 - HazMat Report
-  Example 4 - Condition Assessment
-  Example 3 - Guidance
-  Example 2 - Mothballing
-  Example 1 IFB


- Bidding countdown clock for when an auction either is about to start or going to end.



- Starting/Current Bid Price

**\$100,000**  
Starting Bid

- Bidding Open time (in CST)

 Bidding Opens | Jan 12, 2025 5:00 PM

- Bidding Closing time (in CST)

 Bidding Ends | Feb 06, 2025 5:00 PM

- Login/Register to Bid button

**LOGIN/REGISTER TO BID**

- View bid history, this can be viewed throughout the whole auction process.

View Bids: 2

**Bid History for 140 Pipers Inn Drive, Fountainville, Pennsylvania, 18923** ✕

Bidders	Bid Amount	Bidding Date
1040600425	\$300	01-23-2025 7:32:34:336 PM
3560309036	\$200	01-23-2025 7:14:42:209 PM
3560309036	\$100	01-23-2025 6:47:58:734 PM

**i** In the case of a tie bid, precedence is given to the earliest bid

**CLOSE**

- Bid Increment

Bid Increment

\$20,000

- Deposit Amount (if any)
- Inactivity period time

Inactivity Period Time **i**

1,440 Minutes

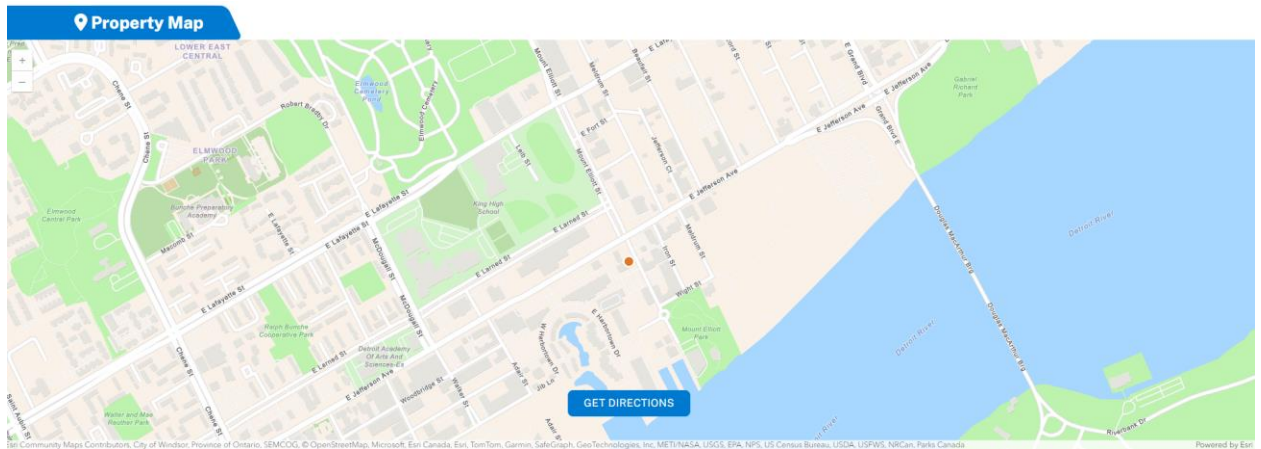
- Realty Specialist contact information

**Listed By**

**Luke Barrett**  
GSA

**(312) 203-4682**  
**luke.barrett@gsa.gov**

- Property Map



To learn more about how to bid on an online auction, please refer to [‘Bidding on an Online Auction’](#).

## Viewing a Sealed Bid Auction:

When you select a Sealed Bid Auction to view you will see any relevant images/videos that are associated with the listing as well as baseline information about the property.

The screenshot shows a GSA auction page for 'Malibu Residential Land'. At the top, there is a navigation bar with 'Search', 'Subscribe and Bid', 'About Us', 'Learn', 'Terms and Conditions', and 'Contact Us'. Below the navigation, there are buttons for 'SEALED BID AUCTION' and 'LAND/LOTS'. A map shows the property location in Malibu, CA, with 'Via Acero Drive' labeled. To the right of the map is an 'ACTIVE' badge. Below the map, the property name 'Malibu Residential Land' is displayed, along with its address: 'Via Acero Drive, Malibu, CA, 90265', 'Case Number: 9-CA-1967-GA', and 'Sale Number: SFRAN91967AA'. A '1 Photos' button is visible. The 'About Property' section describes the property as 'FOR SALE OFFERED BY SEALED BID AUCTION - 3.92 Acres in Malibu, CA' and provides a detailed description of the land. A 'Sealed Bid Auction' badge indicates the auction date as 'Jan 27, 2025 7:38 AM - 10:00 AM CST' and a 'Bidding Starts In' timer showing 03 days, 16 hours, 42 minutes, and 05 seconds.

All relevant information needed to know about the listing is shown including the following:

- Short description about the property

### About Property

Via Acero Drive, Malibu, California, 90265

FOR SALE OFFERED BY SEALED BID AUCTION - 3.92 Acres in Malibu, CA

**Live and Build the Malibu Dream!** This expansive lot in the highly sought-after Ramirez Canyon presents a rare opportunity to own a vast piece of land in a private gated community. The property spans approximately 3.92 acres and is located in a neighborhood known for its multi-million dollar estates and picturesque location, making it one of the most coveted areas in Malibu. The property offers breathtaking views of the ocean in the distance, providing a serene and tranquil environment. The land is ideal for those who want to build their dream home in a secluded and peaceful location. The property is zoned for residential use and there are many possibilities. The lot is mostly usable, making it easy to build on. The property also includes private tunnel access to Paradise Cove beachside restaurant and Little Dume surfing, providing endless opportunities for memorable beach days.

The square footage of the property is approximately 170,973, providing ample space for a large home, pool and outdoor living areas. This is a unique opportunity to own a large piece of land in one of the most desirable areas of Malibu. The property is located in a prime location, providing easy access to all that Malibu has to offer. Don't miss out on the chance to create your dream home in this stunning location.

- Property Highlights

Property Highlights
Interior Features
Exterior Features
IFB and Other Documents

### Property Highlights

Property Type: Development

Asset Type: Land/Lots

Property Subtype(s): Residential Lot

Total Acres: 3.93

Lot Acres: 170,973

Case Number: 9-CA-1967-GA

- Interior Features (if any)
- Exterior Features (if any)
- IFB and other Documents

Property Highlights
Interior Features
Exterior Features
IFB and Other Documents



### IFB and Other Documents

-  Report 1
-  Report 2
-  Report 3

- Bidding countdown clock for when an auction either is about to start or going to end (in CST)

#### Bidding Starts In

03	16	39	11
DAYS	HOURS	MINS	SECS

- When the Sealed bid auction will start (in CST)
  -  Sealed Bid Opens | Jan 27, 2025 7:38 AM
- When the Sealed bid auction will close (in CST)
  -  Sealed Bid Ends | Jan 27, 2025 10:00 AM

- Login/Register to Bid button

**LOGIN/REGISTER TO BID**

- View bid history (Note, this can only be viewed at the end of auction close and a Realty Specialist has done an assessment of all the sealed bids placed)

View Bids: [2](#)

**Sealed Bid History for Thomas Point shoal, Annapolis, Maryland, 21403** ✕

Bidders	Sealed Bid Amount	Status	Bidding Date
3031655473	\$120,000	Winner	01-15-2025 3:06:02:366 PM
1434646727	\$20,000	Backup	01-15-2025 2:54:45:128 PM

**i** In the case of a tie bid, precedence is given to the earliest bid

**CLOSE**

- Bid Deposit % needed if/when a sealed bid is placed

Bid Deposit: [20.00 %](#)

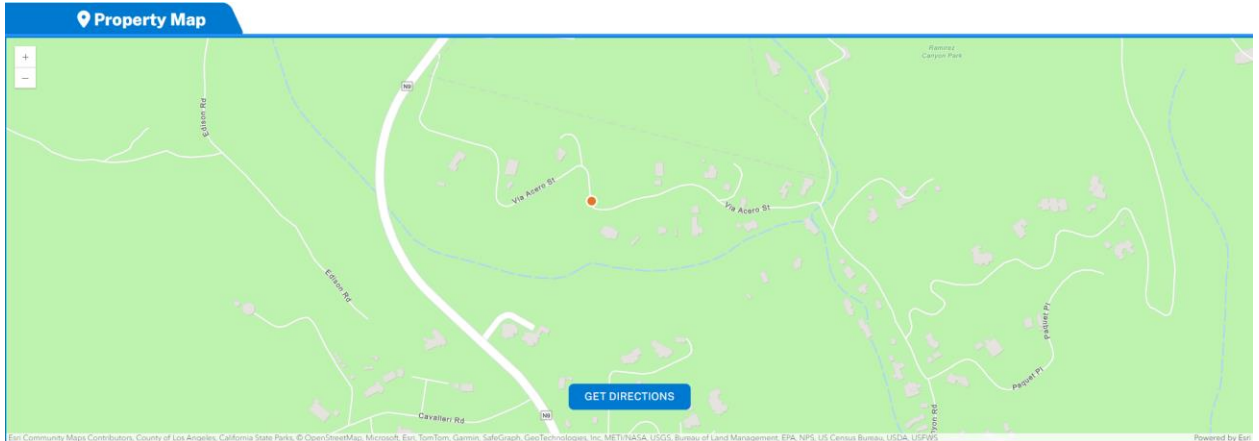
- Realty Specialist contact information

**Listed By**

**Gina Arias-Arrieta**  
GSA

📞 (213) 923-3951  
[gina.arias-arrieta@gsa.gov](mailto:gina.arias-arrieta@gsa.gov)

- Map view of the listing



To learn more about how to bid on a sealed bid auction, please refer to [‘Bidding on a Sealed Bid Auction’](#).

## After Logging Into RealEstateSales.gov

### Favorite Listings

While logged in, you can "favorite" a listing by clicking the star icon on the auction you want to track. By tagging a listing as a favorite, you agree to receive email notifications related to that property. These notifications include:

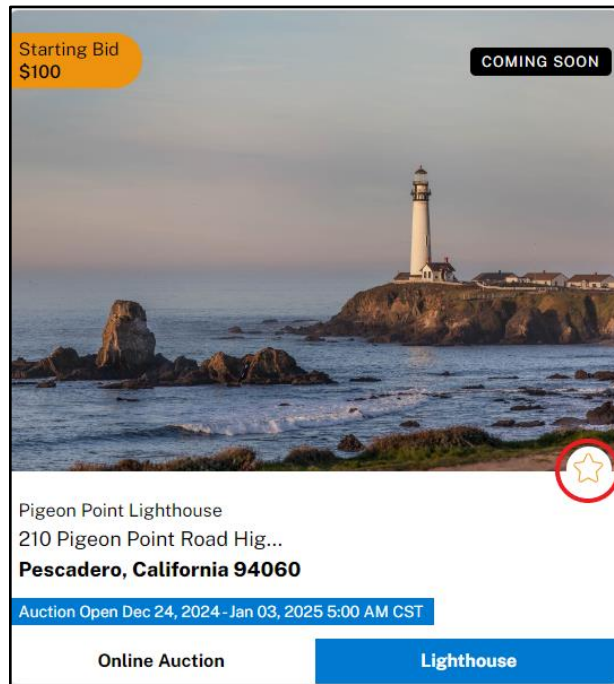
- Automated Updates: Alerts when changes occur to the listing.
- Manual Notifications: Emails sent by the Realty Specialist with updates about the property.
- System Announcements: General notifications about platform updates or events.

The steps below will go over how to ‘favorite’ a listing.

1. On the application home page, navigate to the Listings tab by hovering over the “Search” button along the top banner of the page and click the “Our Listings” subsection underneath.



2. This action takes you to the Listings page, where they can view all available properties. From here, you can further refine their search using a variety of filters and query options to find listings that match their specific needs.
3. Browse the selection of listings available and click on the 'Star' icon next to the listing the bidders would like to receive.

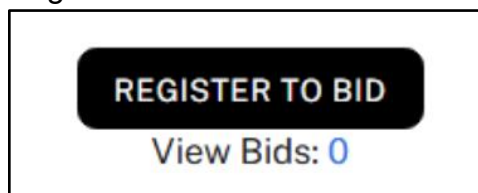


4. To view all favorite listings, navigate to the Buyer Dashboard outlined in the next section.

## Registering to Bid on a Listing:

When you find a listing you want to bid on, you must complete the "Registering to Bid" process. This process redirects you to Login.gov to complete identity verification. Please note that identity verification is required for each individual auction, ensuring secure participation.

1. Within the auction detail page that you are interested in bidding on, you will click the "Register to Bid" button that is displayed on the right hand side below the bid countdown clock. Note, if you are not logged in, this button will read as 'Login/Register to Bid'.



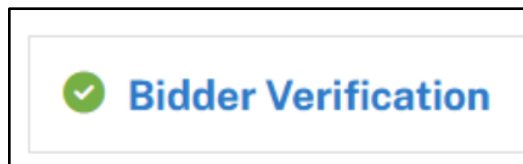
2. Once you click the “Register to Bid” button, you will be redirected to the GSA Bidder Registration page.

The screenshot shows a progress bar at the top with three steps: 1. Get Verified (active), 2. Get Approved, and 3. Start Bidding. Below the progress bar, a profile card displays a location: "Malibu, California 90265" and "Via Acero Drive". The main heading is "Step 1: Verify with Login.gov (click text on right)". A "Bidder Verification" panel is highlighted with a blue checkmark. The panel contains the text: "You will be asked to upload a photograph of your U.S. state-issued ID, and share your U.S. mailing address, phone number and other personal information which is then verified against authoritative sources. We are using Login.gov's simple and secure process to keep your sensitive information safe." Below this, "Step 2: Review and Agree" is shown with three checkboxes: "I have read and agree to the Terms Of Use.", "I am 18 years of age or older.", and "I have reviewed and confirmed that all my contact information is correct." A blue "CONTINUE" button is at the bottom left, and a "Verify with Login.gov" button is at the top right of the panel.

3. To complete the Identity Verification process, click the “Verify with login.gov” button within the Bidder Verification panel. As identified as Step 1: Verify with Login.gov (click text on right).

This is a close-up of the "Bidder Verification" panel. It shows the heading "Step 1: Verify with Login.gov (click text on right)" and the "Bidder Verification" title with a blue checkmark. The text below reads: "You will be asked to upload a photograph of your U.S. state-issued ID, and share your U.S. mailing address, phone number and other personal information which is then verified against authoritative sources. We are using Login.gov's simple and secure process to keep your sensitive information safe." A red box highlights the "Verify with Login.gov" button at the top right.

4. Once you are on the Login.gov site, you will be asked to complete the Identity Verification Process which requires you to upload a photograph of your U.S. state-issued ID, share your U.S. mailing address, phone number and other personal information which is then verified against authoritative sources. RealEstateSales.gov is using [Login.gov](#)'s simple and secure process to keep your sensitive information safe.
5. Once you're successfully verified on Login.gov, you will be redirected back to RealEstateSales.gov and will notice the Bidder Verification check mark is now green.



6. Before submitting Bid Registration, you must complete a confirmation process by checking the boxes next to each of the following items: acknowledging that you have read and agree to the GSA site's terms of use, confirming you are 18 years of age or older, and verifying that all contact information on your My Profile page is accurate. You will then click the “Continue” button. This step ensures compliance and accuracy before participation.

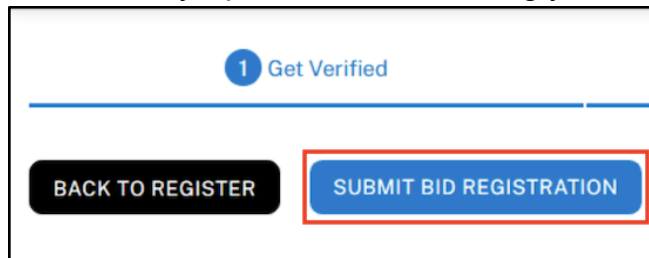
## Step 2: Review and Agree

Bidder, By checking below, you agree:

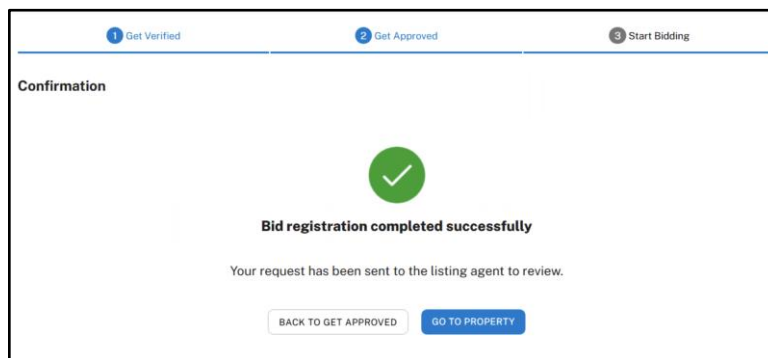
- I have read and agree to the [Terms Of Use](#).
- I am 18 years of age or older.
- I have reviewed and confirmed that all my contact information is correct.

**CONTINUE**

7. After clicking continue, you will be directed to the final Submit Bid Registration screen. To submit your registration, click the “Submit Bid Registration” button to send it to the Realty Specialist on the Listing you are registering on.



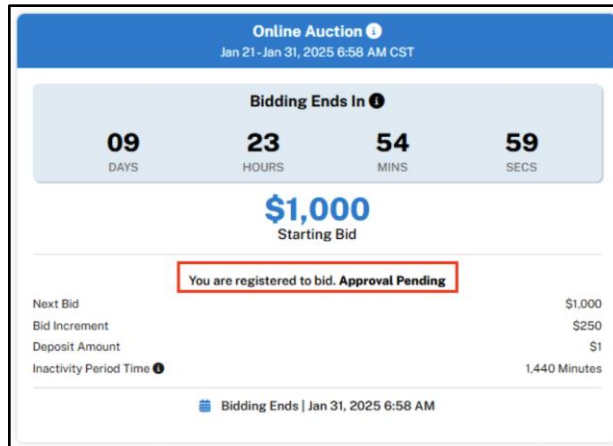
8. After clicking the Submit button, you will see the confirmation screen that notifies that your Bid Registration has been sent to the appropriate Realty Specialist for review.



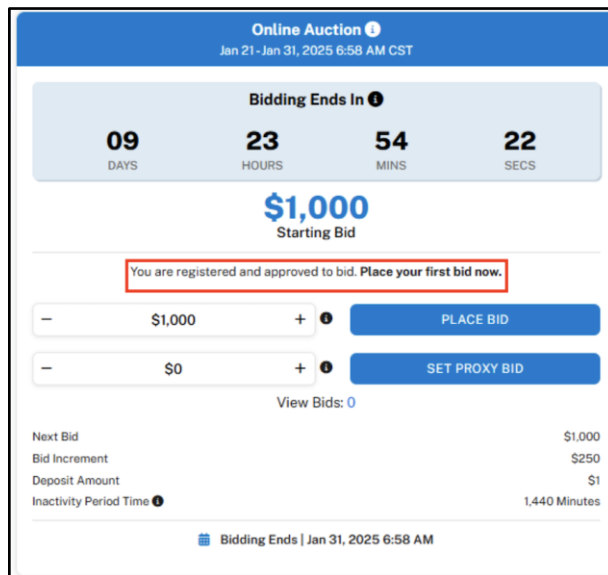
9. Bid registration is not instantaneous and may take some time to be approved, as several items are required for approval. These include the completed Invitation for Bid (IFB), which must be populated and sent to the Realty Specialist (found under the IFB and Other Documents tab on the listing), the Bid Deposit (also listed on the listing), and any additional information requested by the Realty

Specialist. You can periodically check the listing to track the status of your bid registration, which will be marked as either "Approval Pending" or "Approved to Bid" with the options to place a bid on the listing page. You will also receive email notifications throughout the process and if further information is needed, the Realty Specialist will reach out via email.

While your Bid Registration is still pending approval by the Realty Specialist of the listing, the Listing detail page will look similar to the image below which prevents your from placing a bid:



After your Bid Registration is approved by the Realty Specialist of the listing, the listing detail page will look similar to the image below which allows you to place your first bid:



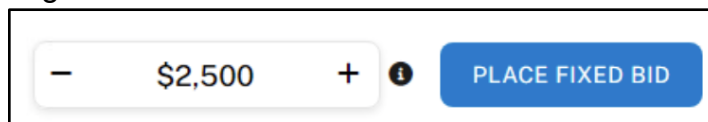
10. An email notification will be sent when your bid registration is submitted for approval. You will receive a separate email once your bid registration has been approved by the Realty Specialist which enables you to bid on the listing.

## Bidding on an Online Auction Listing:

Once you receive bid rights and are approved by the Realty Specialist for the listing, you can begin participating in the online auction and place bids once the auction officially starts. Each time you place a bid, you will receive an email confirmation of your submission. Additionally, if you're outbid by another bidder, you will receive a notification email informing you of your updated bid status. Bidders can place both flat bids and proxy bids on RealEstateSales.gov's online auctions.

### Placing a Flat Bid:

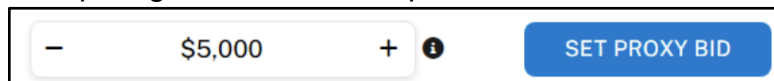
Bidders can place a Flat bid on a listing, which is a one-time bid that can be made multiple times throughout the auction. A Flat bid must be for an amount at least one bid increment higher than the current bid. You will also receive an email confirming their bid.



A screenshot of a bid entry interface. It features a white input field containing a minus sign, the text "\$2,500", a plus sign, and an information icon. To the right of the input field is a blue button with the text "PLACE FIXED BID".

### Setting a Proxy Bid:

Bidders can set a Proxy Bid, which represents the maximum dollar amount you are willing to bid on a listing. Proxy Bids can only be set in multiples of the bid increment. Once set, the system will automatically place bids on behalf of the bidder, competing with other bids up to the maximum amount specified.



A screenshot of a bid entry interface. It features a white input field containing a minus sign, the text "\$5,000", a plus sign, and an information icon. To the right of the input field is a blue button with the text "SET PROXY BID".

### Inactivity Period:

The inactivity period is the amount of time that must pass without a bid for the auction to close. If a bid is placed during this period, the auction will automatically extend to the inactivity period in minutes as displayed.

Inactivity Period Time ⓘ

1,440 Minutes

## Bidding on a Sealed Bid Auction:

Once you receive bid rights and are approved by the Realty Specialist for the listing, you can begin participating in the sealed bid auction and place bids once the auction officially starts.

Below shows an example of someone who has been approved to bid in a sealed bid auction.

**Sealed Bid** ⓘ  
Jan 22 - Jan 24, 2025 10:00 AM CST

**Bidding Ends In**

**01** DAYS    **23** HOURS    **19** MINS    **39** SECS

You are registered and approved to bid. Place your first sealed bid now.

\$ ⓘ **PLACE SEALED BID**

Bid Deposit: 20.00 %

To place a sealed bid, input the sealed bid amount that you are willing to bid on in the box with the \$. Note the bid deposit, that will be what is needed to be sent to the Realty Specialist as stated in the IFB for this listing to be considered a valid bid.

\$200,000 ⓘ **PLACE SEALED BID**

Bid Deposit: 20.00 %

Once you input the amount, click on Place Sealed Bid. Another screen will populate asking for your confirmation of your bid.

**Sealed Bid Confirmation** ×

**Please confirm your bid**  
You are about to bid \$200,000

**CONFIRM BID OF \$200,000** **CANCEL**

Once you have confirmed your bid, one last screen will populate that your bid

submission was successful.

## Sealed Bid Offer Submitted



Your sealed bid has been successfully submitted.



[BACK TO LISTING](#)

You will now see you have additional options regarding your sealed bid now.

- You can edit your sealed bid anytime from this moment til the end of the auction time window as indicated by the pencil and paper icon. An email will be sent out to you when performing this action to inform you that you have changed your sealed bid amount.

You have successfully submitted your sealed bid.

Your Sealed Bid Amount: 200,000.00 USD  
Bid Deposit Amount: 40,000.00 USD



\$200,000   [PLACE SEALED BID](#)

Bid Deposit: 20.00 %

- You can delete your sealed bid anytime from this moment til the end of the auction time window as indicated by the trashcan icon. An email will be sent out to you when performing this action to inform you that you have deleted your sealed bid offer.

You have successfully submitted your sealed bid.

Your Sealed Bid Amount: 200,000.00 USD  
Bid Deposit Amount: 40,000.00 USD

\$200,000   [PLACE SEALED BID](#)

Bid Deposit: 20.00 %

Your bid submission and bid submissions from other bidders, will not be shown until the Realty Specialist has assessed all bids at auction close.

## Auction Closing for Online Auction

After no more bids are placed during the inactivity period and the auction officially closes, email notifications will be sent out to all bidders on your final status at auction close. Additional communication will come from the Realty Specialist outlining details and next steps for bidders.

## Auction Closing for Sealed Bid Auction

When the auction ends, the status changes to "SOLD" with a note indicating "PENDING REVIEW." You'll receive an automated email letting you know that the auction has ended and that all bids are under review. The public listing will also display that the auction has ended, but no bid details or winners will be shared at this point.

## Bid Review Process

After the auction closes, the review process begins:

- All bids are reviewed to determine their status:
  - Winner: The highest bid that meets all requirements.
  - Backup: The second-best bid that meets all requirements.
  - Unsuccessful: Valid bids that did not win.
  - Nonconforming: Bids missing required elements.

If your bid's status changes during this process, you'll receive an email notification letting you know whether you've won, been designated as a backup, or were unsuccessful. This ensures you're always informed about your status in the auction.

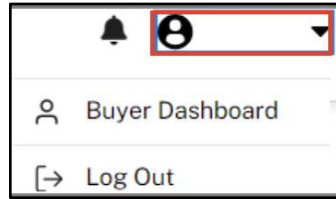
## Publishing Sealed Bid Details

Once all bids are reviewed and categorized, the final results are made public. The listing's status is updated to "SOLD," and the details of all bids are published on the listing page for transparency.

## Access the Buyer Dashboard

The Buyer Dashboard provides bidders with a quick and organized way to access all listings they have filtered and/or bid on. It's a convenient tool to track selected properties and stay updated on their status.

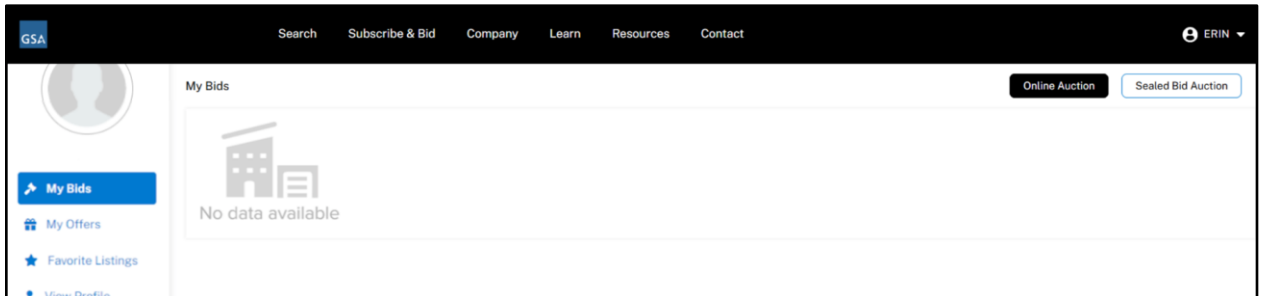
1. Click on the top right hand corner where your name is displayed to bring down a drop down menu.



2. Within the drop down menu, select the “Buyer Dashboard”



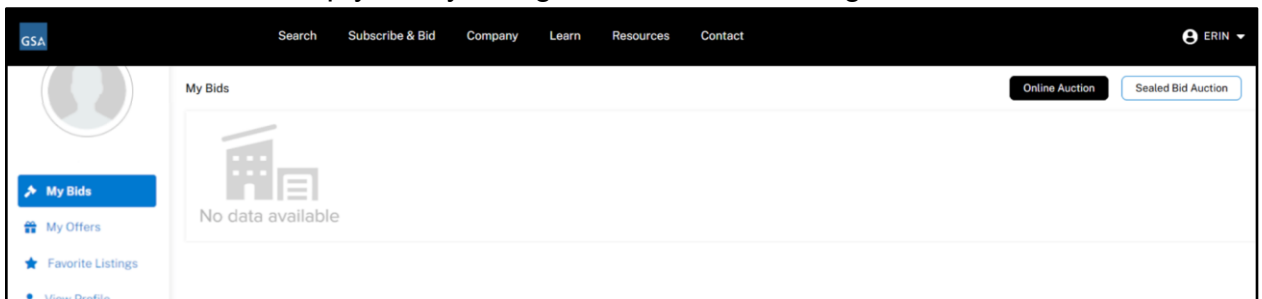
3. This will bring you to their Buyer Dashboard.

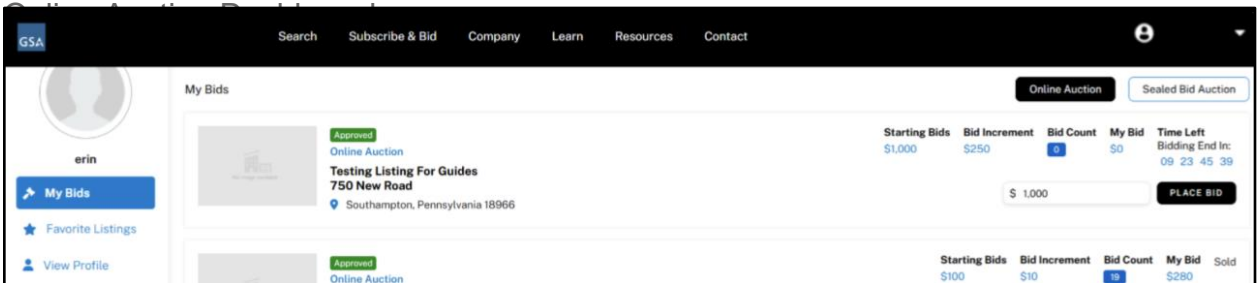


The Buyer Dashboard provides bidders with a centralized view of key information, including bids placed, offers made, favorite listings, and profile details. This feature serves as a convenient reference for managing and tracking activity.

### My Bids:

This section will be empty until you register to bid on a listing.



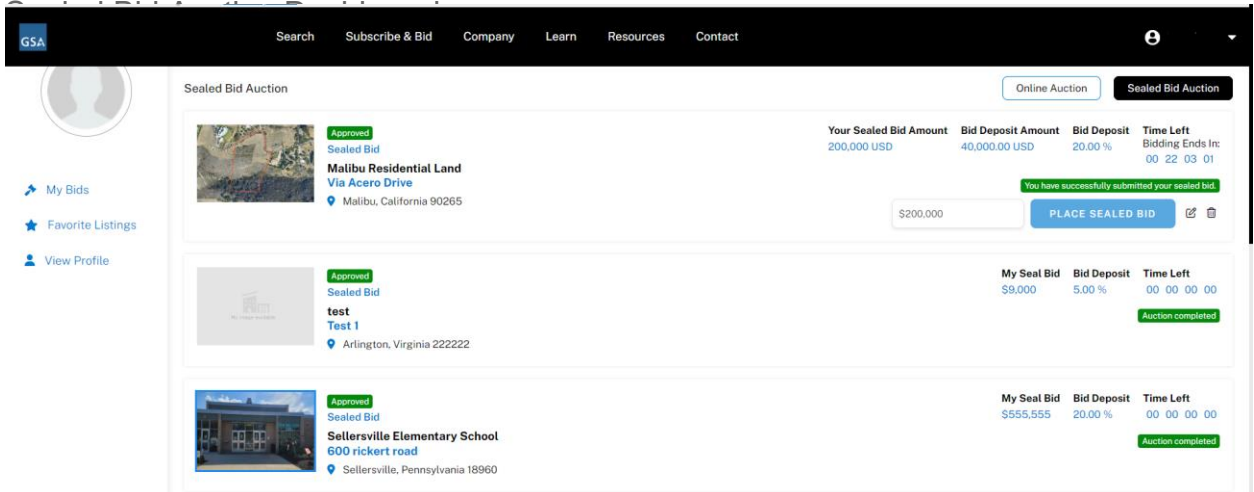


The listing that the you've registered to bid on will display with the following information:

- Starting Bid
- Bid Increment
- Bid Count
- My Bid (Your last placed bid)
- Time Left
- Option to place a flat bid at the next bid interval

**Note:** The Buyer Dashboard currently does not have the option to place a Proxy Bid. If you are interested in placing or updating your proxy bid, you will need to do so via the Listing Detail page.

This provides you with a quick overview of the auction's status. Clicking on the auction navigates you to the listing detail page, where they can view more information and perform the same actions available in the Buyer Dashboard, along with additional options such as changing or placing bids.



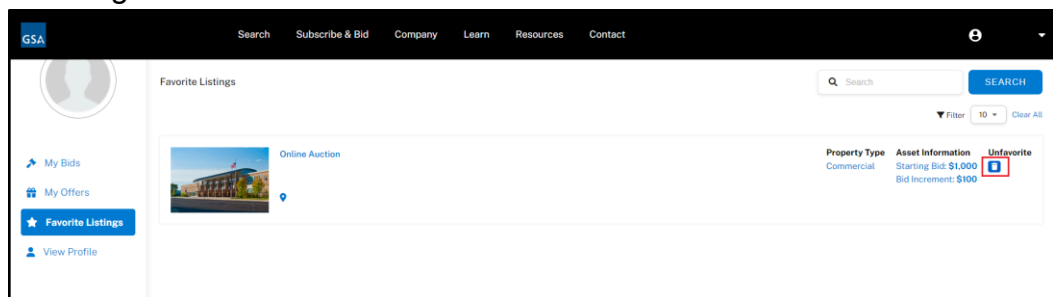
The listing that the you've registered to bid on will display with the following information:

- Your Sealed Bid
- Bid Deposit Amount based on your sealed bid placed
- Bid Deposit % needed for the sealed bid
- Time Left
- Option to edit or delete your sealed bid

This provides you with a quick overview of the auction's status. Clicking on the auction navigates you to the listing detail page, where they can view more information and perform the same actions available in the Buyer Dashboard, along with additional options such as changing or placing bids.

### Favorite Listings:

The Favorite Listings module allows you to view all items you have added to your favorites. This feature helps you stay updated on listings you're interested in and provides a quick and convenient way to remove items from your favorites if your interests change.



View Profile:

The Profile Information displayed on RealEstateSales.gov is automatically imported from your Login.gov account. RealEstateSales.gov does not allow you to edit profile details locally, ensuring consistency and security across platforms.

## Auction Notifications:

During the auction process, various notifications may be sent. The notifications include, but are not limited to the following -

1. High Bidder Notification Email - The winner of the auction will receive an email that they were the highest bidder. The IFB will specify how the bidder will work with the Realty Specialist to pay for and close the property transaction.
2. Backup (Second High Bidder) Notification Email - The backup bidder will receive an email that their bid was second highest. As detailed in the Invitation for Bid (IFB), instructions to Bidder, Backup bidder clause, the backup bid "remains a bona fide offer" and "may be considered for acceptance" by GSA if the "High bidder is unable to fully complete the transaction". Your registration deposit will be retained in accordance with the terms of the IFB.
3. Did Not Win Notification Email - A bidder who has not placed the highest offer amount or was not second, will receive an email notification of the lost auction.
4. Auction Changes Notification Email - When a Realty Specialist changes any of the following below, an email will be sent to all who have favorited the auction, registered to bid on the auction or placed an auction.
  - Bid Interval
  - Bid Increment
  - Auction Close Time
5. Ad Hoc Notification Emails - Realty Specialists are able to send emails to registered bidders to alert them to updates on the auction.