



HOW-TO GUIDE

BEFORE ENTERING YOUR LISTING

1. **Submit a Technology Fee Agreement**** - This document indicates your go-live date. Send over a completed version **AT LEAST 1-2 business days** before you plan to go live. Sending over in advance gives the USAHomebids team sufficient time to review and publish your listing. We publish listings first thing in the morning on the date indicated (Between 8-10am PST). **See Below
2. **Get Familiar with USAHomebids** - Ensure that you are comfortable explaining the USAHomebids platform, bidder registration, bidding process, 3% Buyer's Premium, and that the Purchase Price = Highest Bid + 3% Buyers Premium. We direct all agent questions to the listing agent, so it is important that you are comfortable with these elements. (Don't worry, we are still available to help answer any questions you may have.)

CREATING YOUR LISTING

1. **Log In** - Visit www.usahomebids.net/admin to login and select 'add new' near the top.
2. **Fill in Every Box** - You must have content in every box & one picture uploaded.
3. **Status** - Select 'Active'. Listing will not be seen by bidders until it goes active/live.
4. **Banner** - Use an attention grabber that bidders will see **after** listing is active/live.
5. **Save as Draft** - Save as draft while you are still working on the listing.
6. **Listing Agreement Info**** - Be sure that various additional terms have been included in your listing agreement, and that the MLS Agent Remarks have been entered into the MLS with customized details pertaining to your listing. **See Below
7. **Publish** - Only submit for publishing **after** you have submitted a Tech Fee Agreement, completely filled out all boxes with at least one picture, and have confirmed that you entered additional terms** with customized info in your RLA and the MLS. **See Below
8. **Go Live** - After careful review, our team will schedule your listing to be published on the date indicated in your submitted Tech Fee Agreement**. We publish listings daily between 8-10am PST. If you prefer to have your listing published earlier, please indicate your go-live date for one day prior. **See Below.

**** Visit www.usahomebids.com/resources for items mentioned above ****



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BEFORE END OF BIDDING

1. **Reminder Email**** - Send a reminder email to all bidders and approved agents (either the day before, or in the morning on the last day of bidding). Include key reminders about the possibility of time extension and comparable properties in the area with a direct link to your listing. Bidder info can be found by opening the 'Edit Listing' page and clicking the green button on the far right that says 'Manage Bids/Offers'. **See Below.

END OF BIDDING

1. **Reach out to top bidders**** - After the bidding has ended, send the respective End of Bidding Emails* to your highest bidder and the other two highest bidders (either that night, or the following morning). **See Below
2. **Collect & Review your offers** - Follow up with those top 3 bidders to collect your offers and present them to your client. While reviewing the incoming offers, be sure that the Purchase price = Highest Bid + 3% Buyers Premium. If the RPA purchase price does not reflect that, touch base with that agent to have them correct it. The seller has the right to accept, counter or reject any offer at their discretion. Proceed as a normal transaction.

AFTER ACCEPTANCE OF AN OFFER

1. **Commission Demand & W-9**** - Once you have accepted an offer and opened escrow, you are required to send over a Commission Demand** form & W-9** over to your escrow officer *immediately*. This ensures that they are aware of the .5% USA Homebids referral fee from the beginning to avoid any complications. **See Below
2. **Return Completed Commission Demand**** - A completed Commission Demand** needs to be sent over to Info@USAHomebids.com *within 5 days* of opening escrow. **See Below
3. **Record & Inform** - Once your deal has completely closed and recorded, you must mark your listing as 'Sold' in the 'Edit Listing' page and email info@usahomebids.com with the address, sold date and price.

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