



**Rhode Island Housing**  
working together to bring you home

# First Look Program for Non Profit Buyers

Tutorial

1. Go to: <http://www.rhodeislandhousing.org/>

2. Click on “for business partners,” then “non-profit buyers”



3. At the bottom of the section, click on “please login here” to go to the login page.

To go through a step by step tutorial, click on the “Tutorial” link.



**Please Note: The First Look REO program is not yet available online**

#### Welcome to First Look

Rhode Island Housing's new online Real Estate Owned (REO) purchase program.

Officially launched in 2014, First Look is Rhode Island Housing's REO purchase program for its nonprofit partners. Through our newly redesigned automated system, nonprofit purchasers have the advantage of taking a “first look” at our available properties before they are marketed to the public. The program features the following:

- Online access to newly listed First Look properties
- An established minimum offer price
- A timeframe for bid submission, offer review, and closing
- A competitive, transparent electronic bid process

Properties available for purchase will remain open for bid to **nonprofit partners who register with Rhode Island Housing** for a total of 21 days. After the 21-day period, the property will be placed on the open market. Our goal is to provide a transparent, equitable streamlined process to return Rhode Island Housing REO properties to productive use and improve our neighborhoods. Together with our community partners, we can continue our mission of serving those in need.

For more information, contact Karla Machado, Real Estate Owned Supervisor, at 401-457-1172.

[Tutorial](#)

To access this useful information, [please log in here.](#)

4. If this is your first time using this site, click on “Register now.”

**Log In** Password Renewal • Password Reminder

Please enter your Rhode Island Housing user name and password. Not yet a member? [Register now.](#)

User Name

Password

**log in** Clear

Can't remember your password? Visit our [reminder page](#) to have a reminder sent to you.

5. You'll be asked to enter your Subscriber Code. Enter the Subscriber Code provided to you and click on the “send” button. If you don't have a Subscriber Code, please contact Karla Machado, Real Estate Owned Supervisor, at 457-1172.

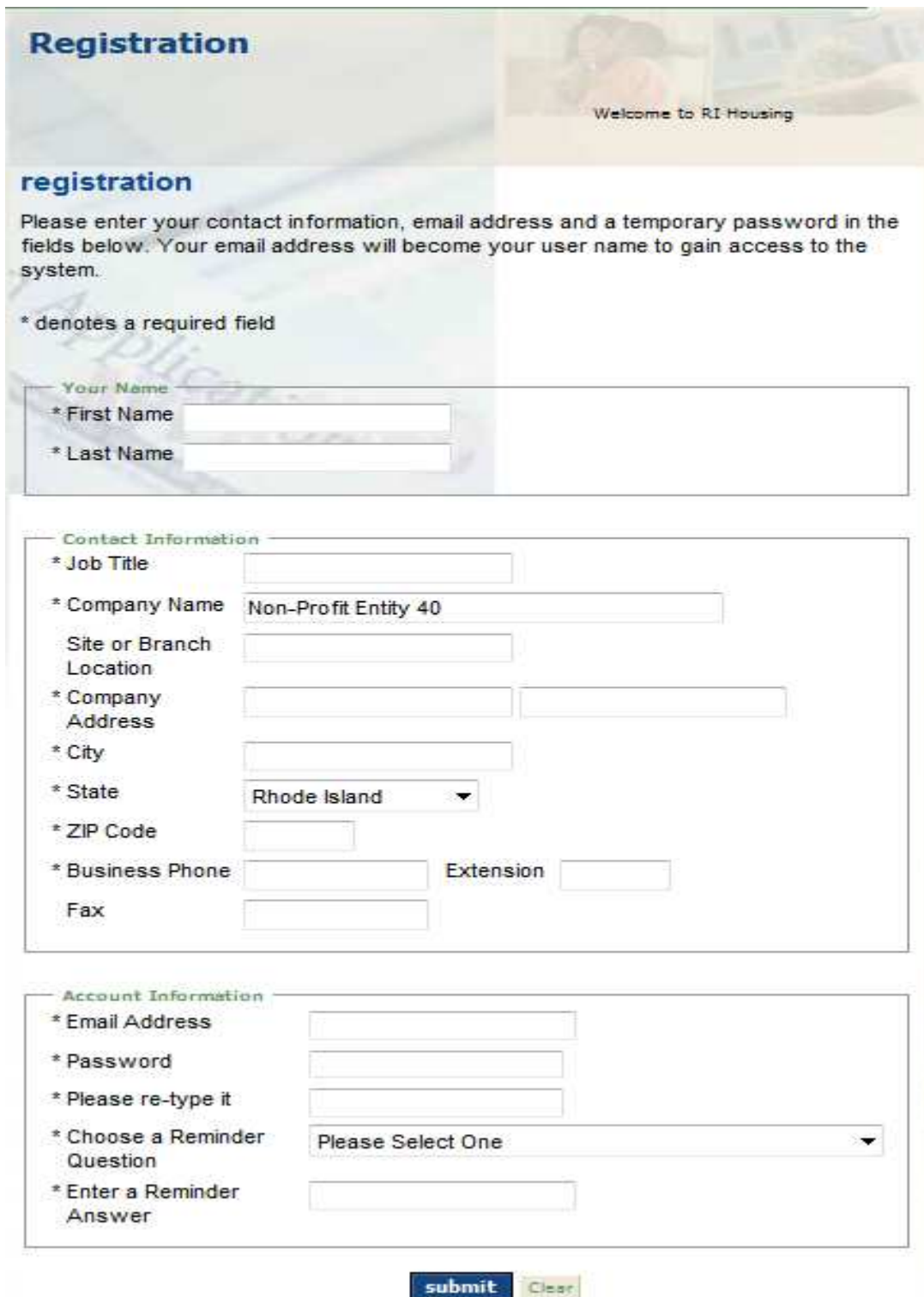
**Enter your Subscriber Code**

Please enter your company's Subscriber Code.

Subscriber Code

**send**

6. Enter your information and click "Submit."



**Registration**

Welcome to RI Housing

**registration**

Please enter your contact information, email address and a temporary password in the fields below. Your email address will become your user name to gain access to the system.

\* denotes a required field

**Your Name**

\* First Name

\* Last Name

**Contact Information**

\* Job Title

\* Company Name

Site or Branch Location

\* Company Address

\* City

\* State

\* ZIP Code

\* Business Phone  Extension

Fax

**Account Information**

\* Email Address

\* Password

\* Please re-type it

\* Choose a Reminder Question

\* Enter a Reminder Answer

7. Enter your login information if you are already registered and click on the “login” button. If you forget your password, go to step 8. Otherwise, go to step 10.

**Log In**

Password Renewal • Password Reminder

Please enter your Rhode Island Housing user name and password. Not yet a member? [Register now.](#)

User Name

Password

**log in** Clear

8. If you forget your login information, you can click on the “reminder page” link.

**Log In**

Password Renewal • Password Reminder

Sorry, your username and password don't match a current Rhode Island Housing member account. Please try again.

User Name

Password

**log in** Clear

Can't remember your password? Visit our [reminder page](#) to have a reminder sent to you.

9. Enter your registered email address and click on continue.

**Log In**

Password Renewal • Password Reminder

**password reminder**

Enter your email address

**continue**

You will receive an email with your password.

Dear Member Name,

Your password is XXXXXXXX. You can now return to the [Login page](#) and login as you normally would.

10. If your login is successful, you'll come up to the REO Properties page. Click on the link to view a list of available properties.



**First Look Program REO Listing**

| Property Address                                     | Property Type | Minimum<br>Offer Price | REO Type        | Contact Name | Open Bid Date | Close Bid Date |
|--|---------------|------------------------|-----------------|--------------|---------------|----------------|
| <a href="#">23 Willow St, Tiverton RI 02878</a>      | Single Family | \$ 70,000.00           | REO             |              | 12/1/2014     | 12/22/2014     |
| <a href="#">24 Willow St, Tiverton RI 02878</a>      | Single Family | \$ 70,001.00           | REO             |              | 5/1/2015      | 5/22/2015      |
| <a href="#">101 Somerset St, Providence RI 02907</a> | 2 Unit        | \$ 25,000.00           | Madeline Walker |              | 12/1/2014     | 12/22/2014     |
| <a href="#">101 Somerset St, Providence RI 02907</a> | 2 Unit        | \$ 25,000.00           | Madeline Walker |              | 5/1/2015      | 5/22/2015      |

11. Clicking on a property from the REO listing page will open that specific property with additional information on an Offer to Purchase form. Fill in the required information, check the box on the last page before the signature area (step 12), and sign the form. Then click on the email button to send the form to Rhode Island Housing.



Offer To Purchase Real Estate

|  |  |  |
|--|--|--|
|  | <b>Address</b><br>23 Willow Street<br>Tiverton, RI 02878   | <b>Property Overview</b><br>Type: <b>Single Family</b><br><b>3 Rooms / 1 Bdrs / 1Bth</b><br><b>Living Area: 504 sf</b> |
|  | <b>REO Type:</b><br>RIH REO  | Lot size: <b>14,600 sf</b>   |
|  | Opening Bid Date: <b>May 1, 2015</b><br><small>(select or enter an M/D/Y)</small><br>Closing Bid Date: <b>May 22, 2015 5:00 PM</b><br><small>(Submission period: 21 calendar days)</small> | <b>Minimum Offer</b><br><b>\$70,000.00</b>   |

1) Term of Sale: Property is offered in "as is" condition. Seller makes no representations or warranties on condition or operability of any mechanical or electrical systems. Seller is not responsible for repair of any deficiency that may be found as a result of any inspections completed on the property.

2) Please be advised that any agency proposing to make an offer for this property, during this initial offer period, must be a Community Development Corporation that meets the following criteria:

1. Is organized under the laws of the State of Rhode Island
2. Is a 501(c)3 or (4)
3. Conducts an annual audit
4. Has among its mission purposes the provision of decent housing that is affordable to low and moderate income persons as evidenced by charter, articles of incorporation or by-laws
5. Has been developing and/or operating housing for at least 5 years

1. Buyer(s) (Agency Name):

Address:  City:  State:

Zip:

2. Buyer(s) contact name:

Phone:

E-mail:

3. Property offer: \$

4. Down payment: \$  Balance due at closing: \$

**If you do not have an electronic signature, please refer to the “electronic signature instructions” packet received during the training.**

12. To sign the form, click on the checkbox to unlock the signature area. Then enter your name, title and click on the signature field. The date will drop when you sign the document.

Offer To Purchase Real Estate  
23 Willow Street  
Tiverton, RI 02878

5. Source of financing:  RHP?  Other?

Explanation of financing source:

6. Proposed closing date: NOTE Closing must occur within 60 days of acceptance of any offer

Comments

8. If the Offer is accepted by Rhode Island Housing, a Purchase and Sale Agreement shall be executed no later than 7 days following acceptance

9. Comments or explanation of any additional terms and conditions accompanying this offer:

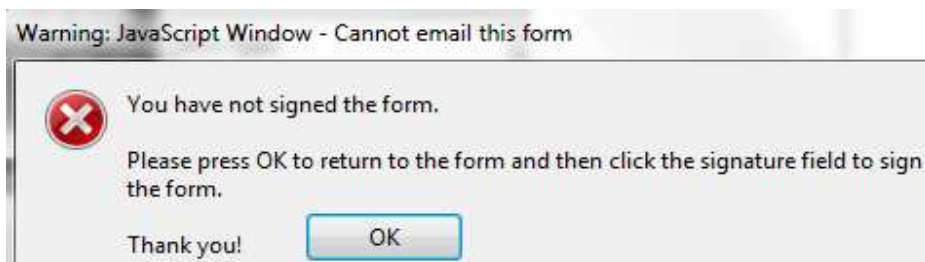
I, the undersigned individual, represent and warrant to Seller that I have the requisite authority to bind Buyer to the terms of this Offer To Purchase Real Estate.  
^ This box needs to be checked before signing this document.

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

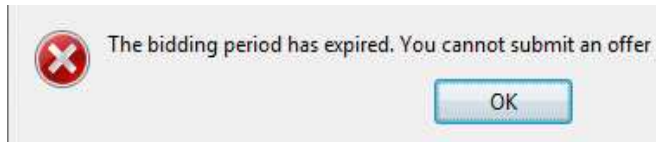
Signature area ==>


13. If you have not signed the form and click on the email button, you will receive a message that you cannot email the form.






14. If the bidding period has already expired, you will receive a message and the form will be in Read-Only mode.




E-mail your offer

### Offer To Purchase Real Estate



|  |   |
|--|---|
| <b>Address</b><br>23 Willow Street<br>Tiverton, RI 02878 | <b>Property Overview</b><br>TYPE: Single Family<br>3 Rooms / 1 Bdrs / 1 Bth<br>Living Area: 604 sq<br>Lot size: 14800 of  |
| <b>REO Type:</b><br>RH REO                               | <b>Opening Bid Date:</b> December 1, 2014<br><small>(Bids to be sealed)</small><br><b>Closing Bid Date:</b> December 22, 2014 6:00 PM<br><small>(Submission period: 21 calendar days)</small> |
| <b>Minimum Offer</b><br>\$70,000.00                      |   |

1) Term of Sale: Property is offered in "as is" condition. Seller makes no representations or warranties on condition or operability of any mechanical or electrical systems. Seller is not responsible for repair of any deficiency that may be found as a result of any inspections completed on the property.  
 2) Please be advised that any agency proposing to make an offer for this property, during this initial offer period, must be a Community Development Corporation that meets the following criteria:  
 1. Is organized under the laws of the State of Rhode Island  
 2. Is a 501(c)(3) or 40  
 3. Conducts an annual audit  
 4. Has among its mission purposes the provision of decent housing that is affordable to low and moderate income persons as evidenced by charter, articles of incorporation or by-laws  
 5. Has been developing and/or operating housing for at least 5 years

**Offer To Purchase Real Estate**  
 23 Willow Street  
 Tiverton, RI 02878

5. Source of financing:  Cash  Other?

Explanation of financing source:

6. Proposed closing date: NOTE Closing must occur within 60 days of acceptance of any offer

Comments

8. If the Offer is accepted by Rhode Island Housing, a Purchase and Sale Agreement shall be executed no later than 7 days following acceptance

9. Comments or explanation of any additional terms and conditions accompanying this offer:

I, the undersigned individual, represent and warrant to Seller that I have the requisite authority to bind Buyer to the terms of this Offer To Purchase Real Estate.  
 ^ This box needs to be checked before signing this document.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Buyer(s) (Agency Name):

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_

2. Buyer(s) contact name:

Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

3. Property offer: \$ \_\_\_\_\_

4. Down payment: \$ \_\_\_\_\_ Balance due at closing: \$ \_\_\_\_\_