

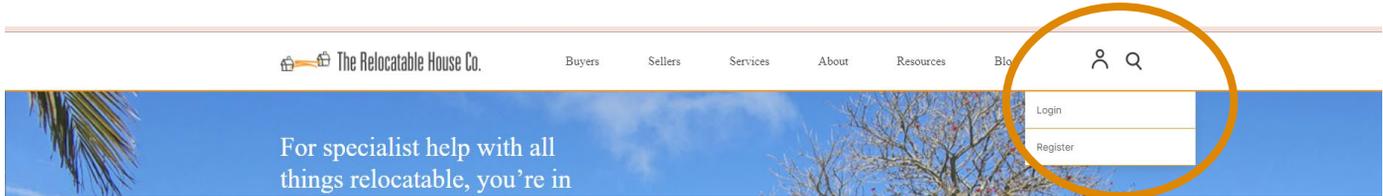
The Relocatable House Co Online Auction User Guide

Our Online Auction Platform provides our Purchasers with the opportunity to take full control of the buying process. Below you'll find some useful information about how to use our Auction Platform, including the Registration, Qualification and Bidding Processes. If you would like any further guidance, please don't hesitate to get in contact.

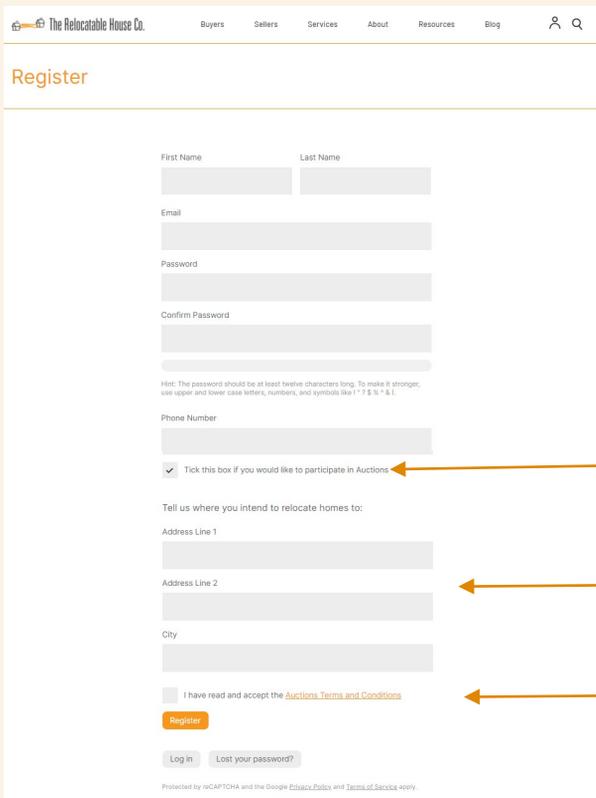
STEP 1: REGISTER TO USE OUR WEBSITE (and Auction Platform)

In order to bid on our Auctions, you must first register on our website.

To do this, click on the person icon at the top right of the screen, and choose 'Register' from the drop down menu



You will be presented with a Registration form to complete with your contact details.



The screenshot shows the registration form on the website. The form has the following fields: First Name, Last Name, Email, Password, Confirm Password, Phone Number, and a checkbox for "Tick this box if you would like to participate in Auctions". Below these fields are three address lines (Address Line 1, Address Line 2, City), a checkbox for "I have read and accept the Auctions, Terms and Conditions", and a "Register" button. At the bottom of the form are links for "Log in" and "Lost your password?".

Please ensure you tick the box to indicate you want to participate in Auctions.

This will present you with some further fields to complete.

You must also tick this box to indicate you have read and agree to our **Internet Auction Terms and Conditions**. You can view these by clicking on the link.

Once you have completed all fields, and ticked the box to accept Terms and Conditions, you can hit

Register

STEP 1: REGISTRATION cont...

Once Registered, you will receive two emails

- The first is to Activate your account. This is a security measure to ensure the Registration is valid. Please click on the link within the email to confirm your Registration

RelocatableHousesSite 9/06/21 >
Please activate your account
Please click the following link to verify your email:
https://relocatablehouses.co.nz/my-account/?alg_...

- The second email confirms your account has been created

RelocatableHousesSite 9/06/21 >
Your The Relocatable House Co account has been...
Welcome to The Relocatable House Co Hi Monique
Woodward, Thanks for creating an account with Th...

Once your account is activated, you will be able to Login to the website by clicking on the 'Logon' button in the user menu using the Username and Password you set-up.

 The Relocatable House Co.

Buyers

Sellers

Services

About

Resources

Blog



Login

Register

For specialist help with all
things relocatable, you're in

Under the 'My Account' section you can

- Add properties to your watch list
- Update your details
- Change your password..... and more!

 The Relocatable House Co.

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My account

Dashboard

Favourite Properties

Orders

Downloads

Addresses

Payment methods

Account details

Auctions

Logout

Hello **Monique Woodward** (not **Monique Woodward**? [Log out](#))

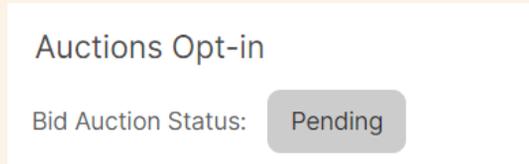
From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).

STEP 2: QUALIFICATION TO BID

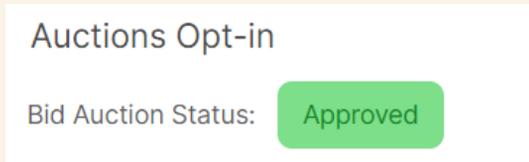
As per our Terms and Conditions, the winning bid at any of our Auctions constitutes an Unconditional Agreement to purchase the house. It is therefore important for our team to ensure that all possible bidders have completed the necessary Site Preparation required to be able to Relocate a house onto their land.

To **become a qualified bidder**, one of our Sales team will give you a call to discuss your plans for the house, confirm your site address and check that the necessary site preparation has been completed. They will also share with you a template Sales and Purchase agreement to review and acknowledge.

You will be able to check your Qualification status in the 'Account Details' tab within the website.



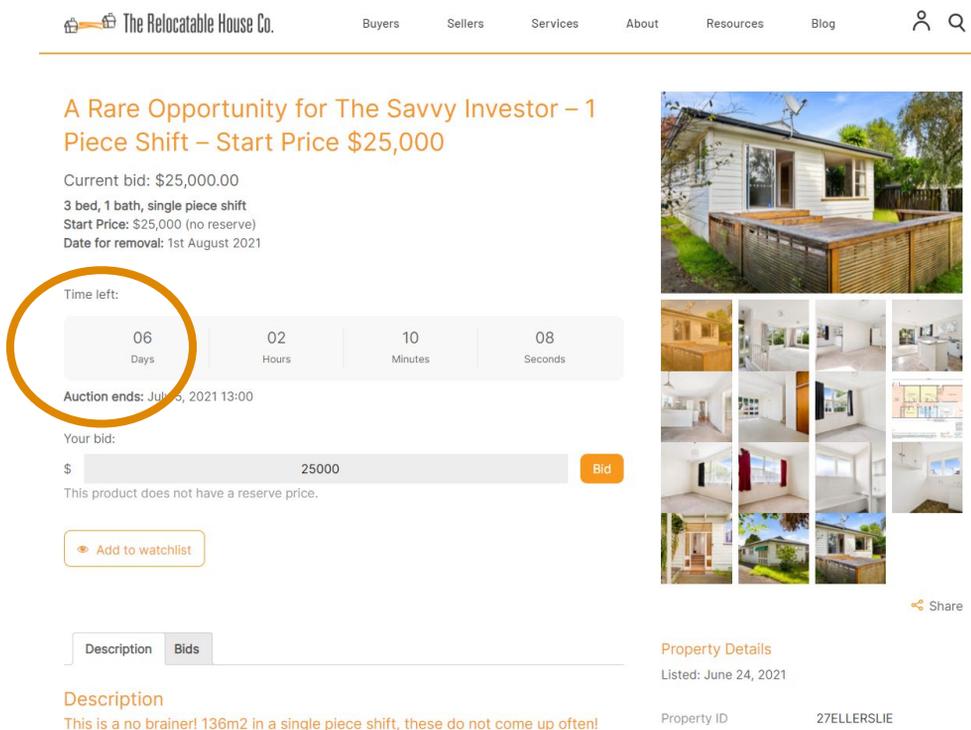
Once the Sales team are confident you are prepared to Relocate a house, you will be qualified and approved to bid on our Auctions. You will see your Auction status update as per below



STEP 3: BIDDING AT A LIVE AUCTION

Once qualified, you are now ready to bid! This is an exciting time, but please remember – bidding and winning at Auction constitutes an unconditional agreement to purchase the house.

Once listed, the Auction is **LIVE** and bidding can happen at any time during the Auction period. The Auction end date/time is displayed on the clock which counts down on the Auction page.

A screenshot of a live auction page. At the top is the logo for 'The Relocatable House Co.' and navigation links for Buyers, Sellers, Services, About, Resources, and Blog. The main heading is 'A Rare Opportunity for The Savvy Investor – 1 Piece Shift – Start Price \$25,000'. Below this, it says 'Current bid: \$25,000.00', '3 bed, 1 bath, single piece shift', 'Start Price: \$25,000 (no reserve)', and 'Date for removal: 1st August 2021'. A 'Time left:' section shows a countdown: 06 Days, 02 Hours, 10 Minutes, and 08 Seconds. Below the countdown, it says 'Auction ends: July 5, 2021 13:00'. There is a 'Your bid:' section with a '\$' symbol, a text input field containing '25000', and a 'Bid' button. Below that, it says 'This product does not have a reserve price.' and an 'Add to watchlist' button. On the right side, there is a large image of the house and a grid of smaller images showing interior views. At the bottom right, there is a 'Share' button. At the bottom left, there are tabs for 'Description' and 'Bids'. Below the 'Description' tab, it says 'Description' and 'This is a no brainer! 136m2 in a single piece shift, these do not come up often!'. On the right side, there is a 'Property Details' section with 'Listed: June 24, 2021' and 'Property ID 27ELLERSLIE'.

STEP 3: BIDDING AT A LIVE AUCTION Cont...

Please note some of these key considerations when using the Auction Site

- There is an **Auto-refresh** set up, so the page should automatically update every 10 secs.
 - This will ensure you are seeing the latest bid activity
 - If you are unsure whether the page has refreshed, you can do this manually within your internet browser. Doing this will not log you out.
- There is also an **Auto-extend** function, which means that if there is bidding activity within the last 2 mins of the Auction, then the End date/time will extend by 2 mins.
 - If this is activated, a note will be shown on screen under the bidding box
- There are two tabs down the page that provide further information for you:
 - The **'Description'** tab provides information about the house
 - The **'Bids'** tab shows all the latest bidding activity
 - Please Note that on the final day of the Auction, the Bid tab will move in front of the Description tab for ease of bidding. Both are available to view at all times.

Below is a snapshot of the Auction page. Review this for where you can find some of the key information:

 [Buyers](#) [Sellers](#) [Services](#) [About](#) [Resources](#) [Blog](#) [Register/ Login here](#)

A Rare Opportunity for The Savvy Investor – 1 Piece Shift – Start Price \$25,000

Current bid: \$25,000.00
3 bed, 1 bath, single piece shift *See the Starting price here*
Start Price: \$25,000 (no reserve)
Date for removal: 1st August 2021

This countdown clock will tell you how long is left on the Auction. If the auto-extend is activated, this clock will be updated to include this.

Time left:				
	06	02	10	08
	Days	Hours	Minutes	Seconds

Auction ends: July 5, 2021 13:00

Your bid:
\$ [Bid](#)
This product does not have a reserve price.

[Add to watchlist](#)

Use this box to place your bids as the Auction progresses

[Description](#) [Bids](#) *Access house description and the bidding activity via these tabs*

Description
This is a no brainer! 136m2 in a single piece shift, these do not come up often!



[Share](#)

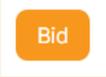
Property Details
Listed: June 24, 2021
Property ID: 27ELLERSLIE

STEP 3: BIDDING AT A LIVE AUCTION Cont...

Its time to Bid!

- Ensure you are logged in.
- Navigate to the Auction page.
- Check out the Bids tabs to see any recent bidding activity.

To place a bid:

- Refer to the Auction listing for the starting bid amount. This will be shown in the information at the top of the page
- Enter you Bid amount within the Bid Box, and hit the  button.

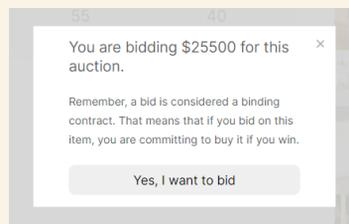


Your bid:

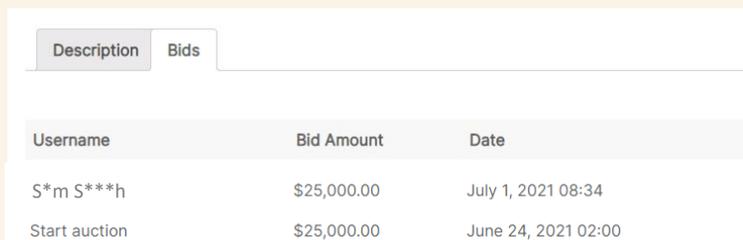
\$ 

This product does not have a reserve price.

- You will be presented with a message confirming you want to place the bid. Hit ACCEPT to confirm

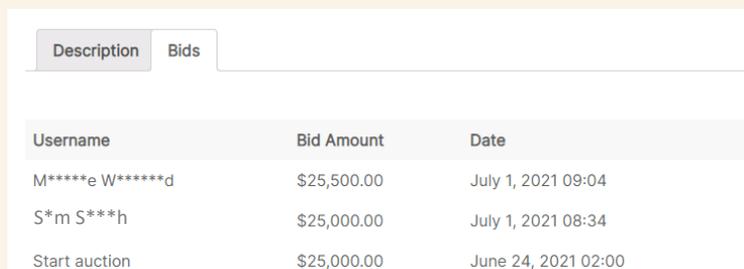


- You will see your bid appear in the Bids tab.
 - Your username will show as the first and last letters of your first and last name. This is for privacy reasons
 - i.e. Sam Smith will show as S*m S***h



Username	Bid Amount	Date
S*m S***h	\$25,000.00	July 1, 2021 08:34
Start auction	\$25,000.00	June 24, 2021 02:00

- If another user places a bid, you will see this in the bids list in the bids tab. The bid at the top of the list is the current leader, at the bid value shown.



Username	Bid Amount	Date
M*****e W*****d	\$25,500.00	July 1, 2021 09:04
S*m S***h	\$25,000.00	July 1, 2021 08:34
Start auction	\$25,000.00	June 24, 2021 02:00

- You will receive notifications to your email to let you know if you have been outbid.

STEP 4: AUCTION CLOSURE

We recommend keeping a close eye on the bidding to ensure you do not miss the opportunity to place the winning bid.

Please also remember that the 'Auto-extend' function will come into play if a bid is placed within the last 2 minutes of the Auction.

- This will show as a notification on the screen under the countdown clock
- The countdown clock will also be updated to show the extra time

How the Auction Closes:

- Once all bidding has ceased, and the countdown clock has reached zero the Auction will close automatically
- If you are the WINNING BIDDER of that Auction you will receive an on-page notification highlighting that you are the winner
- You will also receive an email to advise that you have won the Auction

The screenshot shows a user interface for an auction. At the top, an orange banner reads "Congratulations Monique! You won this auction with the final price of \$17,000.00". Below this, a section titled "Others auctions you may like:" features a card for "A Rare Opportunity for The Savvy Investor - 1 Piece Shift" with a start price of \$25,000 and a current bid of \$25,000. A countdown timer shows 04 days, 02 hours, 59 minutes, and 01 seconds remaining. Below the card is a "Description" tab and a "Bids" table.

Username	Bid Amount	Date
M*****c W*****d	\$17,000.00	July 1, 2021 09:55
M*****e W*****d	\$15,500.00	July 1, 2021 09:51
M*****e K**g	\$15,000.00	June 3, 2021 14:39
M*****e K**g	\$14,000.00	June 3, 2021 14:39

STEP 5: WINNING AN AUCTION

CONGRATULATIONS! You have successfully purchased a House for Relocation at Auction!

With confirmation that you have the winning bid on the Auction, you will receive a call from one of our team to discuss next steps. This includes:

- Preparation of the Sales & Purchase Agreement
- House Removal options and timelines
- Discussion around how else we can support you with your project including
 - Design and Consent services,
 - Project Management support etc.

You will also have the chance to ask us any questions. Our team is here to support you!

Have further questions before you bid?

If you have a query or a technical question about how to use the Auction Page, please give us a call on 0508 4 RELOCATE (0508 473 562) and we will see how we can help. We recommend doing this as soon as possible (rather than on the day of the auction) to minimise any stress.