



HUD Selling Broker Registration Package

HUD HomeSource would like to thank you for your interest in working with us to sell HUD properties in Maryland and Washington, D.C. The following is a supplemental outline designed to aide you in the application process of the SAMS 1111, SAMS 1111-A, W-9, and the Disclosure Statement forms necessary for our Broker Registration Package.

Read and complete these steps carefully for quick response in processing your request to obtain a NAID number. All the information can be either typed or legibly printed; all original signatures must be signed in blue ink. Once you have completed these forms you can mail them to the HomeSource address shown below. FAXED COPIES CANNOT BE ACCEPTED.

You will receive your NAID number in approximately 4 to 6 weeks after we have receipt of your completed Broker Registration Package.

STEP 1: Complete SAMS 1111- Payee Name and Address (Please complete all Sections)

Section 1: Fill in boxes 1b

Section 2: Fill in boxes 2 or 3, 4 and any changes; 5 through 20 box 8 must contain your physical address. You may enter a PO Box in box 10)

Boxes 21 and beyond is For HUD USE ONLY

STEP 2: Complete SAMS 1111-A Selling Broker Certification

Section 1: Principal Broker must sign:

- a) Earnest Money Deposit agreement in blue ink
- b) Non-Discrimination agreement in blue ink

Section 2: Complete bottom portion of the form. Be Sure that:

- a) Broker license number matches the attached copy (expiration date must be legible)
- b) TIN/SSN must match box 2 on the SAMS 1111 (Complete W-9 for legal verification)

STEP 3: Gather Supporting Documentation

Section 1: Supplemental Verification of Taxpayer Identification

- a) If you entered your SSN number a copy of Form SSA-7028 Notice of Third Party Social Security Number Assignment is required
- b) If you enter your FID number was entered a copy of the IRS Letter 147C is required

Section 2: A legible copy of the Principal Brokers License number and expiration date

- a) The address listed on the Broker License must match Box 8 on SAMS 1111
- b) For the brokerages that register with a SSN the broker must submit a copy their social security card and their current driver's license.

Section 3: Copy of a Utility Bill or Bank Statement showing physical address of the office and date

- a) These must be less than 60 days old
- b) The name and the address shown match what's listed in Boxes 3 & 9 on the SAMS 1111

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STEP 4: Disclosure Statement

Section 1: Principal Broker must sign in **blue ink**

Once you have completed the above steps, mail all documents to

**HomeSource Real Estate Asset Services, Inc
4423 Forbes Blvd
Lanham MD 20706
ATTN: Broker Registration Package**