



Atlanta E Region HUD BROKER REGISTRATION: KY-TN

**Please Note: Recertification and/or corrections require the same paperwork as new applications.
NAIDs are issued to BROKERS only. Agents and associates will use their broker's registration for bidding.**

Broker Registration Checklist (ALL Documents listed below are required with all applications)

- SAMS-1111 Payee Name and Address
- SAMS-1111A Selling Broker Certification
- EIN/SSN Supporting Documents
- Copy of Driver's License
- Copy of Broker License
- Copy of Utility Bill/Bank Statement

SAMS-1111 (form rev. 12/2007): This form must have original signature signed in BLUE ink. HUD will not accept copies/faxes/emails.

Section I: NEW broker, check 1a. Recertifying broker making changes check 1b, New branch for existing company, check 1c, Recertifying broker, check 1d. DO NOT FOLLOW DIRECTIONS UNDER 1b, 1c, or 1d. The form must be completed to line 20.

- If 1b, 1c, or 1d - **HUD REQUIRES ALL FIELDS per below (disregard the form's instructions)**

Section II: Items 2-20: Required (#9 or #10 if applicable)

Items 2a, 2b and 2c OR 3a and 3b (NOT BOTH SECTIONS)

- 2b **MUST match the company name on the Tax Verification Document**
- "DBA" may be listed under Item 9.
- Item 4- Fill in NAID if currently registered (even if NAID is inactive)
- Item 5 – **AE** ; Item 6 – **SB** - for Selling Broker
- Item 8 must be **physical address** (P.O Box or corporate office may go in #10)
- Item 14: Contact Person: **Email** should be for the Broker of Record. **Fax number required**
- Items 17-20: Must be completed by broker; signature signed in BLUE ink.

Section III: "FOR HUD USE ONLY". Please do not sign this section.

SAMS-1111 A (this form must have original signatures signed in BLUE ink, HUD will not accept copies/faxes/emails)

- Broker must sign and date under **Earnest Money Deposit column and Nondiscrimination column (both signatures required)**
- **EIN/SSN/TIN must match Line 2a OR 3a of the SAMS-1111 form, the number that will be registered with your NAID number.**
- **Complete all fields at the bottom of the form.** (company name must match line 2b of SAMS-1111)
- Broker license number must match copy of license provided. (Please see License Requirements below)

Driver's License (must have valid expiration date)

- Must be a legible copy with visible picture and expiration date
- TN brokers: If front is expired, also include copy of renewal on the back of license.

Broker License (License must have at least 30 days until expiration, or HUD WILL NOT PROCESS.)

- **Kentucky only: Provide a printout from the KY real estate commission website showing current license status and expiration date**

Bank statement or Utility Bill (gas, electric, water, phone, internet-clearly stating utility service provided - NO INVOICES please)

- Must be in either the name of the company, the "trade/business name" of the company, or broker of record
- Must display the physical company address (#8 or # 10) on the SAMS 1111 form; cannot be a PO Box number, unless service address (physical address) is also stated on the document.
- Must be less than 45 days old and clearly state bank institution or utility company contact information (revised 11-16-2006)

If registering with an EIN/FID/Tax ID one of the following"

- Letter 147 C – IRS letter – must reference EIN and Legal company name
- Payment Coupon (form 8109) –Label must be printed by the IRS
- Employer's Quarterly Federal Tax Return (form 941) label must be printed/mailed by IRS
- Letter/fax with Dept. of Treasury/IRS letterhead with TIN# and company name. You can contact **IRS at 1-800-829-4933** to request a letter showing TIN and legal name of company

If registering with Social Security Number

- Send copy of signed social security card (name on card must match all other documents)