

BROKER REGISTRATION

- Everything you need to know to get your NAID approved.

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Rev. 10-5-16- All previous versions are obsolete.

WARNING!

- Whether your NAID application is:
 - Add New
 - Modify
 - Add New NAID to Existing EIN
 - Recertification
- It is pertinent that your application and supporting documentation match one another.
- Failure to complete the application in its entirety or SUBMIT the correct and accepted supporting documentation will result in a rejected application; thus delaying your application
- The Broker registered with HUD (box 2c) has to sign all of the sales contracts
 - HUD now allows more than one NAID per brokerage allowing for additional brokers per company

Blanket authorization letters are no longer allowed

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NAID Application Type

- Box 1a. Add New
 - Check this box if applying for a NAID for the first time
- Box 1b. Modify
 - Check this box if you already have NAID and are making changes
 - This includes changing the principal broker
- Box 1c. Add New NAID to Existing EIN
 - Check this box if you have multiple branches
 - Box 8 must have the address of the main branch
 - The bank statement/utility bill must match the address in box 10
 - Each branch will be given its' own NAID
- Box 1d. Recertification
 - NAID renewal with no changes to any information

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Please complete the following steps for obtaining a NAID:

➤ Complete form 1111 and form 1111-A in its entirety, in Blue or Black ink only.

➤ FORM 1111:

<http://portal.hud.gov/huddoc/sams1111.pdf>

➤ FORM 1111-A:

<http://portal.hud.gov/huddoc/sams1111a.pdf>

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Documentation Requirements

➤ Both Listing and Selling Brokers will use the "SB" payee type.
➤ If you are NOT a Selling Broker please refer to the rest of the matrix listed below.

Attachments that must accompany this form to establish a new payee. When modifying an existing payee, attach applicable documentation relating to modifications, e.g., change of banking institution, attach new Form SF-3881.

	Payee Type							
	AP	CA	GL	HR	NP	PM	SB	TS
For All Payees: Federal Reserve Service (FRS) documentation showing Business Name/Individual Name and Tax Identification Number (TIN). Exceptions include HUD Form 1010, Tax Return with prepared bank, IRS payment request. State issued forms are not acceptable.	✓	✓	✓	✓	✓	✓	✓	✓
In addition, for Payees not under formal contract with HUD:								
Copy of Owner's License	✓	✓				✓	✓	✓
Copy of first page of a recent telephone bill, utility bill, or bank statement	✓	✓				✓	✓	✓
Copy of Local or State Business license for person's trade, if applicable	✓	✓				✓	✓	✓
Copy of State Real Estate Broker's license						✓	✓	✓
Completed Form SF-3881, A2* Vendor/Min. Payment Endowment Form	✓	✓			✓	✓	✓	✓
Completed Form SF-3881, Selling Broker Certification						✓	✓	✓
HUD Housing/Commission Letter					✓			
In addition, for Payees under formal contract with HUD:								
Copy of first page of your signed contract with HUD	✓	✓				✓	✓	✓
Copy of first page of a recent telephone bill, utility bill, or bank statement	✓	✓				✓	✓	✓

* If the HUD Area Office does not intend to make payments to the vendor, check box in item 17 and do not include Form SF-3881.

If a nonprofit organization cannot show proof of tax-exempt status, the payee type must be listed as TS.

Previous edition is obsolete

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Form SAMH 1111 (02/2007)
of Handbook 43103

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NAID applications require 4 types of identification:

1. IRS Documentation OR Social Security Card.
2. Copy of Broker's ID.
➤ Drivers License, Passport or State ID.
3. Copy of State Real Estate Broker's license.
4. Copy of first page of a recent utility bill or bank statement.

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2. Form 1111A

-These instructions are the same for both EIN and SSN applications-

Fill in:

- Broker's Name
- Broker's License Number
 - This must match your license
- Telephone Number
- TIN/SSN as used on the 1111 in either box 2a or 2b
- Company's Name & Mailing Address
 - Do not use DBA
 - If using SSN, do not enter the company name. Enter address only

This document needs to be the original
Copies not accepted

I agree to fully explain to each purchaser, prior to a contract being written, HUD's earnest money forfeiture policy.

Broker's Signature: I, John Doe, Broker/Owner

I am a signatory to a voluntary affirmative marketing agreement between HUD and the local board named:

For this reason, I am exempt from signing the non-discrimination portion of this certification.

Broker's Name (Please print or type)	Telephone Number (Please print or type)
John Doe	555-555-5555
Broker's License Number	TIN/SSN
5555	0-123456
Company's Name & Mailing Address (Please print or type)	
John Doe, Inc. 123 Fake Street, Newport Beach, CA 92660	

For HUD Use Only

HUD

This form is to be kept on file in the HUD-ROC.
Previous editions are obsolete.

Form 1111A-1 (02/2016)
of Handbook 4153.1

1. IRS Documentation (147C)

John Doe, Inc.
J&D Realty
123 Fake Street
Newport Beach, CA 92660

Employer Identification Number: **12-123456**

Dear Taxpayer:

We received your request of Dec. 30, 2009, asking us to verify your Employer Identification Number (EIN) and name.

Your Employer Identification Number (EIN) is **12-123456**. Please keep this number. Enter your name and EIN on all Federal Business Tax returns and on related correspondence.

If you need forms, schedules, or publications, you can obtain them by visiting the IRS web site at www.irs.gov or by calling toll free at 1-800-TAX-FORM (1-800-829-5835).

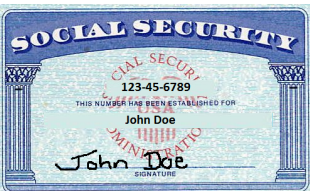
Please call our toll-free telephone number at 1-800-829-0115 with any questions you may have.

You also can write to us at the address shown at the top of this form.

In reply refer to: 0000000000
Doc. 11-2010 LHM 547C 9
12-123456 000000 00

- Must include a copy of IRS documentation with your NAID application.
- Current
 - Within 2 years of submission
- Only first line will be considered your Business Name. Second line will be your DBA per the IRS database.
- The DBA is displayed when "Find a Broker" on HUDHomeStore is utilized
- Call 800.829.0115 to obtain 147C
- Additional forms accepted are:
 - Letter SS-4
 - Tax Coupon
 - Pre-printed address label from IRS

OR, Social Security Card



Copy of a *signed* Social Security Card if the broker is registering with a Social Security Number.

2. Copy of Identification



Must include a copy of the broker's ID with the NAID application.

- A Driver license, Passport or State issued ID are all acceptable forms of ID.
- Name on ID must match the name on the broker's license. ID must be legible (a clear copy must be provided, including picture).
- ID must be valid. Expired IDs are not acceptable.

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3. Copy of State Real Estate BROKER'S license

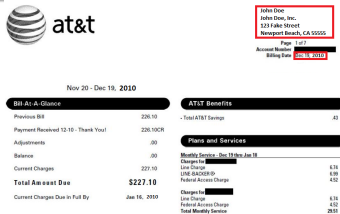


Must include a copy of the BROKER'S license with the NAID application.

- Broker's license must state that it is a BROKER'S license. No other license will be accepted.
- The name on the broker's license must match:
 - The name that is listed on the driver's license
 - The name in box 2c or 3b (whichever is used)
- The Social Security Card (if supplied).
- Ensure the broker's license is not expired or expiring within 60 days of submission.

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4. Copy of First Page of a Recent Telephone Bill, Utility Bill, or Bank Statement



- The bill must be:
 - Current
 - Within month of submission.
- List the address of the company
 - Address must match box 8 or 10
 - If box 3c has been marked on the 1111 form, please note that the address on the utility bill must be placed in box 3d on the 1111 form to show different branch address
 - Name on the bill must match box 2b, 2c, 3b or 9 on form 1111.

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NAID Application Processing & Status

- BLB Resources is proud to offer initial review of NAID packages for BLB brokers
 - Email your NAID package to NAIDhelp@BLBResources.com for review
 - We will review and advise you of corrections needed in order to avoid rejections or delays
 - Once your package has been submitted, you will need to check HUDHomeStore for status
 - It takes approximately 2 weeks for processing
 - New payees take longer
 - www.hudhomestore.com
 - Click "NAID Application"
 - Click "Check current NAID status"
 - Enter EIN or SSN from application
 - Once a NAID is awarded/modified/recertified, please make sure that:
 - All brokers using this NAID know they must register on HUDHomeStore
 - Each person should have their own personal login
 - Do not use someone else's!
- Information regarding HUDHomestore registration is provided in the Selling Broker Handbook on the BLB Resources website.

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Additional Information

-Common Errors or Rejection Reasons-

- **To ensure there is no question regarding anything in your package:**
 - Fill out the entire application even if you are only recertifying
 - Do not leave anything blank, no matter what the instructions say
 - If you are only modifying, check the recertification box (1d) too as this will extend your NAID for the length of one year
 - Make sure that the 1111 & 1111A have original signatures
 - Signature Stamps are not accepted
 - If you are a signatory to a voluntary affirmative marketing agreement between HUD and the local board, check the box listed below the signature and indicate the board name.
 - The more recent the utility bill or bank statement, the better
 - Example: If it is October, submit a September statement or bill

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