



Denver C Region HUD BROKER REGISTRATION: KS-MO-OK

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 Document
- Copy of Broker License
- Copy of Driver's License
- Copy of Utility Bill/Bank Statement

SAMS-1111 (form rev. 12/2007):

Section I: NEW broker, check 1a, Recertifying broker making changes check 1b, New branch for existing company check 1c, Recertifying broker check 1d

Section II: Items 2-20: Required as applicable (Item 5 = "DC", Item 6= "SB" for all selling brokers)

- 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 8 must be **physical address** (P.O Box or corporate office may go in #10)
- Items 11, 12, 13, 15 and 16: Responses are required
- Item 14: Contact Person: Email should be for the Broker of Record., and **Fax number required**
- Items 17-20: Must be completed by broker

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

SAMS-1111 A (this form must be an original, HUD will not accept copies/faxes)

- Broker must sign **both Earnest Money (required) and Nondiscrimination Policies** (unless the broker is a "signatory to a voluntary affirmative marketing agreement between HUD and the local board." If that is the case, you **must** check the box and provide the board's name).
- **EIN/SSN/TIN must match Line 2a OR 3a of the SAMS-1111 form**
- 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)

If registering with an FID/EIN/Tax ID, then send ONE of the following:

- Payment Coupon (Form 8109)
- Employer's Quarterly Federal Tax Return (Form 941) **must be printed /mailed by IRS or completed by an accountant.**
- Letter/fax with Dept. of Treasury/IRS letterhead with TIN # and company name. You may call IRS 1-800-829-4933 to request a letter showing TIN and legal company name.

If registering with Social Security Number:

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

Broker License (License must have at least 60 days until expiration, or HUD WILL NOT PROCESS.)

- **Oklahoma ONLY:** Copy of the pocket card for Broker's license is required showing expiration date.
- **Missouri ONLY:** For LLC's **only**, provide the "Broker-Associate" license for the Broker of Record.

Driver's License – Copy of current license (expiration date/picture/name must be visible)

Bank statement or Utility Bill (gas, electric, water, phone, internet- 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 either the company address (#8) or remittance address (#10) on SAMS 1111 form
- Must be less than 45 days old.