



## **HUD Selling Broker Recertification Package**

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 help you accurately fill out the SAMS 1111 and Disclosure Statement forms that are necessary for our Broker Recertification Package. Read and complete these steps carefully so that we can quickly process your request to obtain a NAID number. All information can be either typed or neatly and legibly printed (all original signatures must be in blue ink). Once you have completed these forms you can mail them to the HomeSource address shown below. **FAXED COPIES CANNOT BE ACCEPTED.** All forms must provide original signatures in blue ink for your protection. You will receive your recertified NAID number in approximately 4 to 6 weeks after we have received your correctly completed Broker Recertification Package.

### **STEP 1: Completed SAMS 1111- Payee Name and Address**

**(Please complete all sections)**

**Section 1:** Fill in box 1b

**Section 2:** Fill in box 2 or 3, 4 and lines 7 through 16. (Box 8 must contain your physical address. You may enter a P.O. Box in box 10)

**Section 3: Fill in Lines 17-20 (Anything beyond that is for HUD Use Only)**

### **STEP 2: Gather Supporting Documents**

**Section 1:** A legible copy of the Principal Broker's License number and expiration date

- a) The address listed on the Broker's License must match box 8 on the SAMS 1111

**Section 2:** Copy of front page of Utility Bill or Bank Statement showing the physical address of the office and date

- a) These must not be more than 60 days old to the present date
- b) The name and address shown must match what's listed in Boxes 3&9 on the SAMS 1111

### **STEP 3: Disclosure Statement**

Section 1: Principal Broker must sign in blue ink.

**If your NAID has passed the recertification date you will have to fill out a whole new package. To avoid this you will need to send all items immediately.**

**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**