



BROKER CERTIFICATION CHECKLIST
Area: Northern California

Thank you for taking the time to become a HUD registered broker. In order for us to review your Registration Package in a timely manner, we would like you to take a few minutes to complete this checklist. All three forms are available on our website at www.hudpemco.com. Please note that all incomplete packages will be returned for completion and will delay your registration process. For assistance, please contact our office.

Company/Broker Name:

- **All documents must be legible.**
- **All forms must be completed in ink.**
- **All signatures must be signed using BLUE ink.**

SAMS-1111: Payee Name and Address

- Did you complete Boxes 1a, 2 and 3? They should be printed in ink. If you register with a SSN, your name should go in Box 3 and your business name should go in Box 9 along with your address.
- Did you complete Boxes 8-18? They should be printed in ink. **Only one broker per office can certify.**
- Did you complete Boxes 22-25? **The Broker must sign in BLUE ink. Faxed copies are not allowed.**

SAMS-1111A: Selling Broker Certification

- Have both signatures areas been signed and dated in **BLUE ink**? **The broker must sign in BLUE ink. Faxed copies are not allowed.**
- Did you complete the broker information portion?
- Is the broker information the same as disclosed on the SAMS-1111 form? The information must be identical.
- Did you sign on both areas of the form?
Each area must be signed if you (1) agree to abide by HUD's earnest money policy and (2) agree to Non-Discrimination practice.

IRS Form W-9: Request for Taxpayer ID Number and Certification

- Did you complete the top portion in its entirety? The address must match the address listed on the SAMS 1111 form.
- Did you complete Part 1? The taxpayer ID must match the one disclosed on SAMS-1111 form.
- Did the broker sign and date under Part II? The date must be current. **The Broker must sign in BLUE ink. Faxed copies are not allowed.**

IN ADDITION, THE FOLLOWING DOCUMENTATION IS REQUIRED AND MUST BE SUBMITTED WITH YOUR COMPLETED FORMS SAMS 1111, SAMS 1111A, AND IRS FORM W-9.

Copy of current Driver's License if registering with a Social Security Number.

Copy of Social Security Card if registering with a Social Security Number.

Proof of Federal Taxpayer ID if registering with a Federal Taxpayer ID Number.



BROKER CERTIFICATION CHECKLIST (continued)

Area: Northern California

_____ **Copy of Current Broker's License – Only one broker per office can certify.**

- The Broker's License must display an expiration date and **cannot** expire within 30 days of submitting the registration package.
- Broker's License number must be legible.
- The Broker's License number must match the number provided on SAMS-1111A form.
- A Corporation, Associate, Officer or Branch Office license **is not** acceptable.

_____ **Copy of a recent telephone bill, utility bill or bank statement**

- Does the name on the bill/statement match the name in Box 3 on form SAMS-1111?
- Does the address on the bill/statement match the name in Box 3 on form SAMS- 1111?
- Date on bill/statement must be within 60 days of submitting the package.

_____ **CHECKLIST. Include this checklist. Have you completed the "Company/Broker Name" at the top?**

EMAIL ADDRESS: _____

Please include your email address. If we have questions regarding your package, we prefer to contact you by email as we find this is the most expedient way to process your information.

MAILING INSTRUCTIONS: The certification package should be sent to:

**PEMCO, LTD.
1600 Sacramento Inn Way, Suite 210
Sacramento, CA 95815
Attn: Broker Registration**

RE-CERTIFICATION: Please remember that you must re-certify annually. It will be your responsibility to track this date and submit a re-certification package timely to ensure your bidding privileges are not interrupted. You can look up your re-certification date on our website in the Check NAID Status area. Please allow up to 8 weeks for HUD to update your information to their database.