



# BROKER REGISTRATION COVER PAGE

## NAID BROKER CONTACT INFORMATION

NAID Broker Name (Last, First, MI)

Contact Phone

Email Address

Cell Phone

Year Licensed

## COMPANY INFORMATION

Company Name

Tax ID

Primary Office  
Address

Secondary Office  
Address

Other Branch  
Locations

Business Type (Choose all that apply)

Business Type (Choose all that apply)

Business Type (Choose all that apply)

Business Organization Type

## Team/Staff Contact Information

Broker NAID Number

NAID Registration Date

NAID Expiration Date

Authorized Listing Agent Name

Listing Agent Email Address

Listing Agent Cell Phone Number

Administrative Email Address

Secondary Admin Email Address

## Insurance Information

Errors & Omissions Policy Number

Expiration Date

Motor Vehicle Policy Number

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Expiration Date

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Property Casualty Policy Number

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Expiration Date

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### State License Information

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State Licensed

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Broker License Number

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Expiration Date

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State Licensed

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Broker License Number

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Expiration Date

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### REO/HUD Experience

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# of HUD Homes LISTED in Last Two Years:

# HUD Homes SOLD in Last Two Years:

# of Other REO Homes LISTED in Last Two Years:

# of Other REO Homes SOLD in Last Two Years:

# of Brokers/Agents sponsored by NAID Broker:

# of Brokers/Agents/Staff on REO Team:

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### Training, Support & Customer Service

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PLEASE ANSWER THE FOLLOWING QUESTIONS AND ATTACH TO YOUR MARKETING PLAN

Describe SOP for training and support to your team/staff to facilitate REO client guidelines:

Describe SOP managing team/staff performance standards and timeliness:

Describe technology, tools & resources available to your team/staff to perform to client guidelines: (Include mobile/field operating systems of team/staff)

Describe SOP assisting outside NAID Brokers/Sales Agents Selling HUD-owned Homes:

Describe SOP assisting Non-NAID Registered Brokers/Selling Agents Selling HUD-Owned Homes:

Describe SOP to obtain accurate and up to date property listing information:

Describe SOP to allow access for showings/inspections and working through property access issues:

Describe SOP fielding electronic/phone inquiries and return email/phone call policies

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Coverage Area (List by Office Location and Town Serviced)

[NOTE: You may only service towns located within a 30-mile radius of each of your office locations. Do NOT include zip codes or Counties.]

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Additional comments

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## Attachments Required

In addition to this cover page please include the following attachments **in a single .pdf file** to be considered as a Local Listing Broker with K.M. Minemier & Associates, LLC.

Check List – You must include:

- Broker Registration Cover Page
- Local Listing Broker Agreement – Executed
- NAID Broker Authorization Letter Allowing Sale Agent(s) or Branch Brokers to List HUD Homes. **(If Applicable)**
- NAID Registered Broker's License – Attach License(s)
- Branch Broker or Sales Agent(s) State Issued License – **(If Applicable)**
- Primary Professional Resume
- Proof of MLS Membership(s)
- Errors & Omissions Insurance Declaration Page
- Motor Vehicle Insurance Declarations Page
- Property Casualty Insurance Declaration Page – **For all offices in consideration for Coverage Areas**
- Marketing Plan **(Maximum of 5 Pages)**
- Example of a Completed REO Broker Price Opinion (BPO)
- Client References of Past REO/HUD Performance or Latest Performance Scorecards **(If Applicable)**

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## Submittal Instructions

**LLB RFP Submissions must be received by May 17, 2017 by 3pm EST.**

Email completed RFP to:

[assetmanagement@kmmrealty.com](mailto:assetmanagement@kmmrealty.com)

Subject Line: 6A LLB RFP Submission Response – “NAID Broker Last Name, First Name”

Example: 6A LLB RFP Submission Response – Smith, Robert

NOTE: If your attachment file is too large for a single email submission, you may break up your attachments into separate email submissions.

Example 6A LLB RFP Submission Response - Smith, Robert - EMAIL 1 of 2

“ ” “ ” “ ” “ ” “ ” EMAIL 2 of 2