



Dear Local Listing Broker,

Thank you for your interest in listing single family homes owned by the Department of Housing and Urban Development (HUD), managed by Cityside Management Corporation.

The following pages will list what documents we need from you to consider your application, as well as a sample of our listing agreement, so you will know our expectations from the start. Please make every effort to ensure your application is completed correctly and accurately, so that we may get started selling HUD homes together. Responses that do not include all necessary information will not be considered.

If you feel that there is additional information you would like to submit, please feel free to do so. If you have any questions regarding this application, or the process, please contact us at 877-289-7433.

**Please note that we will review your application and we will contact you if we are in need of coverage in your area.**

When your application is completed, please mail originals to:

**Cityside Management Corp.**

**Attn: HUD- Broker Application Dept.**

**186 Granite St. Manchester, NH 03101**

Thank you,

Cityside Management



### Requirements for Submission

- 1) Broker Resume stating past REO experience, sales history, etc.
- 2) A copy of current Broker license
- 3) NAID information for the brokerage
- 4) Proof of MLS membership (please include all relevant MLS memberships)
- 5) Tax Identification Number
- 6) Certificate of Business Insurance, both liability and E&O insurance
- 7) Details about your office
  - a. How many full time agents do you have? How many staff members?
  - b. Where your office is located, what are the hours?
  - c. What is your average response time?
  - d. Breakdown of coverage area, listed by zip code and separated by counties
- 8) A response to the items listed below:

The primary function of the listing broker is to provide wide-market exposure of the HUD properties. Please submit a proposal, at least one page in length, which details how you will expose each property to the market, and how you will promote the sale of each property, particularly to owner-occupant buyers. Any market strategies you currently use, with examples if available, should be included, as well as information about how you will meet and exceed the requirements detailed by the listing agreement. This proposal will be incorporated into the listing agreement, so please be realistic about what your office will be able to achieve.

- 9) A copy of the following page, filled out and signed in blue ink



Check all that apply to your business

- Small Business
- Veteran Owned Small Business
- Service-Disabled Veteran Owned Small Business
- HUBZ Small Business
- Small Disadvantaged Business Concern
- Woman Owned Small Business
- Minority Owned Business
- Large Business
- Other \_\_\_\_\_

Type of Organization

- Individual/Sole Proprietor
- Corporation
- LLC
- Limited Liability Partnership
- Limited Partnership

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

I certify the information included in this application packet to be true and accurate.

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Authorizing Signature

Date