

HUD Registration Instructions

Training Video on *How to Register* at:

http://support.yardi.com/HUDTraining/MM3/Videos/Listing_AddSellingAgent.swf

Before you begin registration you will need to gather your 6 digit real estate license number, and your original license date and expiration date (available at <http://verify.tn.gov/>). You will also need The Realty Association's NAID number (**N**ame **A**ddress **I**dentification number) to register.

The Realty Association's NAID number is: **RLTYAS8410**

1. Go to <http://hudhomestore.com>
2. Click on "Bidder" link (Under "Register" at top right corner of page)
3. Fill out the form on the Bidder Registration page. If you need additional help there is a training video link near the top of the page.
4. Your *NAID Type* will be "Selling/Listing Broker", and your *Role* will be "Selling Agent".
5. When you have completed the form click "Submit" at bottom of the page. You should get a message saying "Registration Successful". Congratulations, you are now a HUD registered BIDDER!

To Submit an Offer

Training Video on *How to Place a Bid* at:

http://support.yardi.com/HUDTraining/MM3/Videos/ListingSite_EnterBidV2.swf

1. Go to <http://hudhomestore.com>
2. Search for the property.
3. Click on the case number.
4. Click on the "Addendums" tab and review all supplementary documents.
5. Click on "Submit an Offer" on bottom right of page.
6. Under *NAID Type* select "Selling Broker".
7. Enter The Realty Association's NAID number (RLTYAS8410) and your 6 digit real estate license number.
8. Copy the security code showing on the screen and click "Verify NAID".
9. Complete the online purchase contract page.
10. Click "Continue", and then "Confirm This Bid".
11. Click "Print Bid Acknowledgement" on upper right of page. Print a copy for your records and save your confirmation number.
12. Click on "Print Sales Contract" at the top center of the page.