

## HUD Procedure 2011

Where to get information: [www.HUD.Gov/Hudhomes.com](http://www.HUD.Gov/Hudhomes.com) or [www.HUDHomeStore.com](http://www.HUDHomeStore.com)

There is a website that offers videos on how to work the HUD website. Go to [http://support.yardi.com/hudtraining\\_MM3.asp](http://support.yardi.com/hudtraining_MM3.asp) and scroll down to the bottom and you will find a whole series of training videos.

**You MUST register at HUD website before you can do anything else.**

**NAID Number: STNBRR4188      TAX ID# 74-2554188**

**Asset Management Companies: Matt Martin Real Estate Management, Pemco or Hometelos (Home Tracker).**

When the contract has been accepted by HUD, you will get an email from HUD telling you what company to send the signed contract and earnest money to. They will include the company's mailing address and instructions.

### **Listing Time Line:**

Before going to General Bidding – all IN/IE properties located in revitalization area and some UI properties are offered in a special 7 day lottery bidding period

### **Properties eligible for FHA financing (IN or IE) ALL Properties SOLD in "AS IS" Condition**

**A** 30 day exclusive listing period for Insurable and Insurable with Escrow properties. There is a 10 day bid period (within the initial 30 days) for all bids to be received. If no offers are accepted, bids are reviewed daily (up to 20 days) for owner occupant purchasers only.

### **Properties not eligible for FHA financing (UI)**

For uninsurable properties there is a five day exclusive Owner Occupant period. After the five day exclusive bid period, bidding is open to all purchasers on a daily basis (if an acceptable owner occupant offer was not received).

### **Brokerage Commissions:**

Maximum of 6% commission. Listing Broker commission is 3%. Selling Broker is up to 3% (negotiable between Selling Agent/Broker and Buyer). Minimum commission is \$2500. This is split 50/50 between the Listing and Selling Brokers.

**Lockbox:** No keys to properties sold to agents. A Lockbox will be on each property. Key will be inside the lockbox. Some properties might have a combo lockbox and the code will be with Listing Broker. Remember to lock the property when you leave.

**Earnest Money:** Make Earnest money checks payable to HUD and send check to asset manager with Bid Packet. DO NOT HOLD THE CHECK. Check must be in the amount of 1% of the sales price with a minimum of \$500 and maximum of \$2500.

**Bidding Results:** Only the offer you made can be viewed on [www.HUDHomeStore.com](http://www.HUDHomeStore.com)

**Deadlines:** Days 1-31 owner occupant, investors must wait to submit after 31 days.

**Process:** Search for property and place bid on website. Enter your commission of 3%. It may be advisable to bid at least \$100 higher than a round number to be potentially “one up” on the competition. Print out the full package and the HUD contract. Check to see when the bidding date closes. Once the contract has been accepted, you will have 48 hours to turn in a signed contract and earnest money. Have all buyers sign in BLUE ink only!

Mail Contract To: You will get an email notice that your contract has been accepted. Send contact package to Austin company Matt Martin Real Estate Management at 9600 Great Hills Trail #150W, Austin, Texas 78759. Phone number is 402-5879. Go to [www.mmrem.com/hud](http://www.mmrem.com/hud) for more information regarding the process.

The buyer is responsible for turning on the utilities for an inspection during the first 48 hours after the contact has been accepted.

If your client opts out of the contract during the 48 hours period, HUD has the power to decide whether or not the earnest money is returned to the buyer.

**HUD Representative:**

Each office has an agent who will be the HUD representative. This person can sign the HUD contract in place of Mr. Stanberry. Please make sure that these agents know that you have a contract to be signed and when you plan on meeting them for their signatures. If your office agent is unavailable, please call the agent in the office closest to you. Please don't wait till the last minute to contact your representative because they might not be able to meet with you as soon as you would like to.

Along with the contract, you MUST have a signed letter from your HUD representative that shows that person has the authority to sign for Mr. Stanberry. Your offer will be rejected without this letter.

Here are the HUD agents in each office:

Westlake: Tom Polk or Sharon Rosshirt

Dripping Springs: James Hurlbut

Bastrop: Kelley Harris

North Office: Debbie Slazer