



HUD Listing Broker Application FAQ

We are pleased to announce that Sage Acquisitions was awarded 23 states under the recent solicitation for Asset Management Services by the U.S Department of Housing and Urban Development, otherwise known as HUD 3.7.

Sage Acquisitions will be the new HUD Asset Manager in:

| | | | | |
|-------------|---------------|---------------|--------------|---------------|
| Colorado | Indiana | New Hampshire | Ohio | Vermont |
| Connecticut | Kentucky | New Jersey | Pennsylvania | Virginia |
| Delaware | Maine | New Mexico | Puerto Rico | West Virginia |
| Florida | Maryland | New York | Rhode Island | |
| Georgia | Massachusetts | N. Texas | Utah | |

Due to this success, we are looking for experienced Real Estate Agents who wish to provide listing services on HUD Properties in all of our states and have an immediate need for agents in our Philadelphia Homeownership Area states.

In order to be considered to work as a Sage Acquisitions Listing Broker, we ask that you use the Opportunities tab on SageAcq.com and select "Click Here" under Listing Broker to begin the application.

A few preliminary tips for submitting your information:

- **Be prepared.** This initial application is the first step in the process, so please be thorough and accurate during your registration. You will not be able to amend your application after submission.
- **One application per Real Estate Firm.** Please work with your broker to submit an application for this opportunity.
- **Have your Firm's Tax ID ready** before starting the application process.
- **Know your coverage zip codes and services you provide** before starting the application. Our system cross references your office address to your coverage zip codes, so it is very important that this information is accurate at time of submission. This will ensure you are identified when an opportunity pops up in your back yard.



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- **Have a copy of your Broker's License, General Liability Insurance, W-9, and references readily available.** These are required to be uploaded at time of submission.
- **Have your references prepared.** Please be sure to provide detailed references that indicate who you worked for, volume of work, scope of services provided, and contact name and number for the reference.
- **Have a PDF copy of your Listing Broker Proposal complete and ready to upload** at the end of the application. You will not be permitted to submit an application without a proposal. Please note that Sage Acquisitions is not requesting an original copy of your proposal and will only accept a digital copy at the time of your initial application.

Post Application Submission:

After you successfully submit an application, your information will be transferred into our vendor management system. We will not contact every applicant and we cannot provide a status of your application. We can assure you that once your information is in our system, you will be considered and potentially contacted when an opportunity arises in your area.

If you have trouble submitting your application or have questions, please contact our Customer Service Department at 1.800.881.9260 and they will be happy to walk you through the process.

FAQs

Do I need to send in a hard copy proposal?

No. We are NOT requesting originals of your proposals as this time. We are asking those interested in performing Listing Broker services for HUD to submit an application online and upload the supporting attachments. These attachments include a digital copy of your proposal. Hard copy proposals received in our offices will not be reviewed.



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Do you know when I will be contacted?

No. There is no definite time frame, nor is there any guarantee you will be contacted. Sage Acquisitions is committed to having a diverse, high quality listing broker network that represents the local communities in which they reside. We are confident that we will identify excellent brokers to enhance our existing network and assure everyone is considered equally for this opportunity.

How do I know my information was submitted correctly?

After submitting your information online you will receive a confirmation message and email. If you attempt a second submission and are denied, this means your tax id is already on file and will serve as further confirmation that you are in our system.

Do I need my broker's permission to apply?

Yes. You should submit an application only with the expressed consent of your broker. The application will require the broker's tax ID and they must elect you as the POC. In the event your brokerage is chosen to work with Sage Acquisitions, your broker will have to execute Sage Acquisitions' Service Agreement.

Can multiple people within my office apply?

No. The system will prevent submission of multiple applications through the restriction of one application per tax ID. In addition, Sage Acquisitions establishes a relationship with the broker and their brokerage. It is up to the broker to identify a POC and delegate work for Sage Acquisitions assignments.

What kind of information should I include in my references?

Your detailed references should include the company/organization/agency you worked for, volume of work, scope of services provided and contact name and number for the reference.

Can I update my zip codes at a later date after I apply?

No. Your application is finalized once it is submitted. Please be prepared to submit a complete application including all coverage areas and services offered.

What is “business designation”? How do I know if I qualify?

Sage Acquisitions believes in supporting supplier diversity. There are different rules and regulations for certifying the various designations listed on our page. Please be prepared to properly certify your designation in the event it is necessary in the future.

Can I start the application and come back later?

No. It is necessary to complete your application fully and accurately in one session. Please have all your profile information prepared along with IRS W-9, Valid Broker’s license, proof of current general liability insurance, and references before you start the application.

I am having problems loading the application, is it a browser issue?

It is possible your computer is running an outdated version of Internet Explorer, Chrome, Firefox or Safari. The application is designed to work with all versions of the browsers however, some may be too outdated. The application is not designed for mobile, so please complete on your computer if you have issues with your mobile device.

When entering my tax ID, should I include the dash?

No, do not include the dash when entering your nine-digit tax ID. Including dashes will result in an incomplete tax ID submission due to character restrictions.



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I was entering my zip codes and one of my zip codes was not available for selection, can this be corrected?

The zip codes pull directly from the management system used for assignments. All zip codes should be available for selection. In the event you are experiencing a zip code not showing up, please allow the system time to pull over the data to the application site. Due to high demand, the site might be moving slower pulling the data over for your zip code selection but will be successful. If you continue to have issues with the zip code selection please refer to the question regarding browser issues as you may be in need of an update.