

## **MANAGEMENT AGENT EXPERIENCE REQUIREMENTS**

A Management Agent must demonstrate sufficient experience to be approved by the Agency to directly manage a property. The Agent must have:

1. Directly and successfully managed at least two (2) tax credit properties for two (2) full years.
2. Administered all management functions for the properties.
  - The Agent's actual on-site management staff is required to have this experience, or the Agency will require the Agent to contract with a Mentor/Partner.
3. Applicable program-specific certifications including Tax Credit and Fair Housing certifications.
4. Completed the Certification of Management Agent Experience.
5. A Pennsylvania Real Estate Broker's License pursuant to the Real Estate Licensing and Registration Act (RELRA). If the Agent does not have a real estate broker's license, an attorney's opinion letter must be provided detailing how the agent qualifies to manage the property absent a broker's license (in compliance with RELRA).

If the Agent does not have the required experience, they must contract with a Mentor/Partner or Consultant depending on the experience that is lacking.

- The Mentor / Partner must:
  - Oversee and train their staff on program compliance and property management functions until two (2) full years of experience is achieved.
  - Meet all experience requirements described above and be approved by the Agency;
  - Be the Agent of Record both in practice and on Management Agreements;
  - Sign a Memorandum of Understanding (MOU) or signed contract detailing specific job duties with the mentor/partner must be submitted with the attached certification. No Mentor/Partner payments may be made from project operations other than from the Agency-approved management fee.

Agents who do not have the required tax credit experience, but have directly and successfully administered all management functions for at least two (2) properties for two (2) full years must contract with a Consultant to oversee all tax credit compliance functions.

- The Consultant must:
  - Be used ONLY for tax credit compliance oversight functions;
  - Not be considered to be an approved management agent;
  - Complete the Certification of Housing Management Consulting Experience;
  - Submit proof of Tax Credit certifications.
  - Sign a Memorandum of Understanding (MOU) or signed contract detailing specific job duties with the contracted Consultant must be submitted with the attached certification. No Consultant payments may be made from project operations other than from the Agency-approved management fee.

## CERTIFICATION OF MANAGEMENT AGENT EXPERIENCE

**Property Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Name of Agent (Company):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**If you have a Partner / Mentor for this proposed development, provide the contact information below.**

**Company Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**On next page, provide information on at least two (2) tax credit properties that you have directly and successfully administered all management functions for two (2) full years. See key below.**

**\*Financing Types: (use abbreviations)**

**HUD** = HUD financing (describe type)

**PH** = PennHOMEs (Agency HOME or Reserves financing)

**HOME** = Federal HOME funds from a source other than the Agency

**MTG** = PHFA Mortgage

**SL** = PHFA Support Loan

**TC** = Tax Credits

**RHS** = Rural Housing Service financing

**AHP** = Federal Home Loan Bank Affordable Housing Program Funds

**CON** = Conventional Market Rate financing

**NHTF** = National Housing Trust Funds

**CMF** = Capital Magnet Funds

**Other** = Attach explanation

**\*\*Occupancy Type:** Family, Elderly, Special Needs, etc.

**\*\*\*Property Type:** New Construction, Preservation, other (describe)

**PROPERTIES MANAGED**

Project Name   TC Number	City, State	# Units/ # Low Income	Financing Type(s)*	Occupancy Type*	Length of Time Managed	Property Type***

**MANAGEMENT STAFF**

List all staff responsible for compliance with Tax Credit regulations and Fair Housing laws for the proposed property. ***Attach copies of their Tax Credit and Fair Housing certifications.***

Name/Title	Tax Credit/Fair Housing Responsibilities/Duties	Hours per week at site*

\*must be reflected on the budget.

## QUESTIONNAIRE

1. If the Management Agent manages Tax Credit Properties:
- A. How many 8823's filed on the property are currently uncorrected / open? \_\_\_\_\_
- B. Of the above identified 8823's, are there any that remain uncorrected more than six months from the date of the Agency notification letter? If yes, attach an explanation.
- Yes  No  N/A
2. If the Management Agent manages HUD assisted properties:
- A. In the last five years how many properties have received a REAC score under 60? \_\_\_\_\_
- B. In the last five years how many properties have reached an MOR score below satisfactory? \_\_\_\_\_
- C. Does the Management Agent have any current flags in HUD's 2530 National Participation system? Yes  No
3. If the property under consideration is involved in the preservation or rehabilitation of existing housing units, does the Management Agent have experience with the federal Uniform Relocation Act?
- Yes  No  N/A
4. Is there a common interest or ownership between the property owner and Management Agent? If yes, describe. Yes  No
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5. Is the Management Agent a subsidiary of another corporation? If yes, provide the name of the parent corporation and explain the relationship Yes  No
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6. Have any properties under the Management Agent been unable to meet property financial obligations, i.e., utility and vendor payments, debt service? If yes, explain. Yes  No
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7. Has the Management Agent or its personnel been involved in government or judicial action concerning a violation of Fair Housing laws in the past five years? If yes, explain. Yes  No
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8. Has the Management Agent ever been in violation of any Housing Accessibility or Non-Discrimination Laws? If yes, explain. Yes  No
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9. Within the past ten years has the Management Agent been debarred or received a limited denial of participation by any federal or state agency from participating in any multi-family development program? If yes, explain. Yes  No
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10. Has the Management Agent (or any of its principals or affiliates) ever had a denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain. Yes  No
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11. Has the Management Agent (or any of its principals or affiliates) participated in the operation of a project that experienced a default? If yes, provide the number of developments and explain (including the name and location of the development, circumstances surrounding each default, cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.). Yes  No
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12. Has the Management Agent ever filed a petition of bankruptcy or has a petition of bankruptcy ever been filed against the management agent? If yes, explain. Yes  No
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13. Have any of the Management Agent's property contracts been terminated prior to expiration or not renewed upon expiration? If yes, explain. Yes  No
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14. Has the Management Agent ever refused housing to Section 8 voucher and certificate holders or recipients of any state or local tenant- or project-based assistance? If yes, explain. Yes  No
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15. Has the Management Agent ever evicted or terminated the tenancy of low- income residents except for good cause? If yes, explain. Yes  No
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16. Describe the amount of the Management Agent's fidelity bond and the name of the bonding company.  
*\*\*A fidelity bond is required to be an approved PHFA Management Agent.*
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17. List all relevant professional organizations of which the Management Agent is a member.
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18. ***Attach a copy of the Management Agent's Broker License or the attorney opinion letter to this Questionnaire.***  
 Management companies that manage and lease real estate in Pennsylvania are required to have a Pennsylvania Real Estate Broker's License pursuant to the Real Estate Licensing and Registration Act (RELRA). If the management agent does not have a real estate broker's license, an attorney's opinion letter must be provided detailing how the agent qualifies to manage the property absent a broker's license (in compliance with RELRA).

I hereby certify that the information above and any attached explanations are true and correct. I understand that any misrepresentation, false information or omission may result in disqualification

of this application and any other involving the same owner(s), principal(s), consultant(s) and/or application preparer(s).

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Management Agent (please print or type)

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Signature

Date

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Name of Signer (please print or type)

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General Partner Signature

Date

**The following certifications will be accepted by the Agency\*:  
Affordable Housing Programs**

**Training & Consulting Organizations**

<p><b>A. J. Johnson Consulting Services, Inc.</b> 3521 Francis Berkeley Williamsburg, VA 23188 757.259.9920 www.ajjcs.net</p>	<p><b>M&amp;L Compliance Management</b> 2 Kacey Court, Suite 201 Mechanicsburg, PA 17055 717.731.1161 www.mlcm.net</p>	<p><b>Pennsylvania Housing Finance Agency- Multifamily Affordable Hsg. Conference</b> 211 N. Front Street Harrisburg, PA 17101 717.780.3819 www.phfa.org</p>
<p><b>E&amp;A Team Inc.</b> PO Box 70550 Tuscaloosa, AL 35407 888.504.7483 info@eandateam.com</p>	<p><b>Nat'l Affordable Housing Mgmt. Assoc.</b> 400 N. Columbus St., Suite 203 Alexandria, VA 22314 703.683.8630 www.nahma.org</p>	<p><b>Quadel Consulting &amp; Training</b> 1200 G Street, N.W., Suite 220 Washington, D.C. 20005 800.987.2581 www.quadel.com</p>
<p><b>Elizabeth Moreland Consulting, Inc.</b> 6907 University Avenue, Suite 196 Middleton, WI 53562 800.644.0390 www.taxcredit.com</p>	<p><b>National Center for Housing Management</b> 333 N. 1<sup>st</sup> Street, Suite 305 Jacksonville Beach, FL 32250 800.368.5625 www.nchm.org</p>	<p><b>Ross Business Development (RBD)</b> 1449 Wood Park Way, NW Kennesaw, GA 30152 770.424.1806 www.rbdnow.com</p>
<p><b>Fair Housing Institute</b> 3091 Holcomb Bridge Road A1 Norcross, GA 30071 770.840.7005 www.fairhouse.net</p>	<p><b>Novogradac &amp; Company, LLP</b> PO Box 7833 San Francisco, CA 94120-7833 415.356.8000 www.novoco.com</p>	<p><b>Roxie Munn, Inc.</b> 2723 Hwy 86 Piedmont, SC 29673 864.380.7083 www.roxiemunn.com</p>
<p><b>Grace Hill</b> 15 South Main Street, Suite 500 Greenville, SC 29601 866.472.2344 www.gracehill.com</p>	<p><b>PAHMA</b> PO Box 199 Glenshaw, PA 15116-0199 412.445.8357 www.pahma.org</p>	<p><b>Spectrum Seminars, Inc.</b> 545 Shore Road Cape Elizabeth, ME 04107 207.767.8000 www.spectrumseminars.com</p>
<p><b>Institute of Real Estate Management (IREM)</b> 430 North Michigan Avenue Chicago, IL 60611 800.837.0706 www.irem.org</p>	<p><b>PennDel AHMA</b> 600 Main Street, #7 Riverton, NJ 08077 856.786.2183 www.penndelahma.org</p>	<p><b>The TheoPRO Group</b> 17035 W. Wisconsin Avenue, Suite 140 Brookfield, WI 53005 877.783.1133 www.theopro.com</p>

This list is not meant to be an all-inclusive listing of firms that provide training and or consultant services to the Affordable Housing Industry. It is provided for information purposes only. The Agency does not propose to endorse or recommend any one of the noted organizations. Interested parties should make direct contact with the organizations of choice for further information  
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**CERTIFICATION OF HOUSING MANAGEMENT CONSULTANT EXPERIENCE**

Proposed Development: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Housing Management Consultant Company: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Name of Agent for whom you are consulting: \_\_\_\_\_  
 Brief description of consulting services to be provided: \_\_\_\_\_

**A Memorandum of Understanding (MOU) or signed contract detailing specific job duties with the contracted Consultant must be submitted with this certification.**

<b>Development Name and Tax Credit Project No.</b>	<b>Location (City/State)</b>	<b># of Units / # TC Units</b>	<b>Placed in Service Date</b>	<b># of Years Consulting on this Project</b>

The list of developments shown above is an accurate representation of the Tax Credit developments in which \_\_\_\_\_ is the Housing Management Consultant. By completing and signing this form, I acknowledge that \_\_\_\_\_ intends to participate in the development team of this proposal as Housing Management Consultant.

Housing Management Consultant (please print or type): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 General Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Type/Print Name of Signer: \_\_\_\_\_