

CERTIFICATION OF MANAGEMENT AGENT EXPERIENCE INSTRUCTIONS

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

- Directly and successfully managed at least two (2) tax credit properties for two (2) full years.
- 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).
- Applicable program-specific certifications including Tax Credit and Fair Housing certifications (submit proof of certifications with the application).

Mentor / Partner

Agents without the required experience must contract with a Mentor / Partner to oversee and train their staff on program compliance and property management functions until two (2) full years of experience is achieved. The Mentor / Partner:

- Must meet all experience requirements described above and be approved by the Agency.
- Will be the Agent of Record both in practice and on Management Agreements.

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.

Other Agent of Record Requirements

The Agent of Record (the Management Agent or their Mentor / Partner) is required to complete the Certification of Management Agent Experience.

Additionally, all Management Agents who 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 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).

Consultants

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

- May be used ONLY for tax credit compliance oversight functions
- Are not considered to be an approved management agent
- Must complete the Certification of Housing Management Consulting Experience
- Must submit proof of Tax Credit certifications

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

Name and Location of Development: _____

Name of Owner: _____

Name of Agent (Company): _____

Contact Person: _____

Phone Number: _____

Email address: _____

Are you acting as the Partner / Mentor for another agent for this proposed development? If Yes, who are you contracting with?

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.

Project Name	City, State	# of Units/# of Low Income Units	Financing Type(s) (see key below)	Building Occupancy Date	Length of Time Managed	Property Type: New Construction, Preservation, other (describe)

HUD = HUD financing (describe type)

RHS = Rural Housing Service financing

PH = PennHOMEs (Agency HOME or Reserves financing)

AHP = Federal Home Loan Bank Affordable Housing Program Funds

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

CON = Conventional Market Rate financing

Other = Explain in an attachment

TC = Tax Credits (Provide Tax Credit Number)

1. If the Agent manages Tax Credit Properties:
 - A. How many 8823's have been filed on properties identified on the Agent's Experience Worksheet for an event that occurred during the Agent's tenure that remain uncorrected? _____
 - 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?
 Yes ___ No ___ N/A ___ If yes, attach an explanation.
2. If the 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. Do you 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 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 _____
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 _____
6. Have any properties under your management been unable to meet property financial obligations, i.e., utility and vendor payments, debt service? If yes, explain.
 _____ Yes _____ No _____
7. Has the 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 _____
8. Within the past ten years have you 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 _____

9. 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 _____
10. 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 _____
11. 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 _____
12. Have any of your property management contracts been terminated prior to expiration or not renewed upon expiration? If yes, explain.
- _____ Yes _____ No _____
13. Describe the amount of the agent's fidelity bond and the name of the bonding company.
***A fidelity bond is required to be an approved PHFA Management Agent.*
- _____
14. List all relevant professional organizations of which the agent is a member.
- _____
15. Attach a copy of the 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).

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

Training & Consulting Organizations

Affordable Housing Programs

<p>A. J. Johnson Consulting Services, Inc. 3521 Francis Berkeley Williamsburg, VA 23188 757.259.9920 www.ajjcs.net</p>	<p>M&L Compliance Management 2 Kacey Court, Suite 201 Mechanicsburg, PA 17055 717.731.1161 www.mlcm.net</p>	<p>Pennsylvania Housing Finance Agency-Multifamily Affordable Hsg. Conference 211 N. Front Street Harrisburg, PA 17101 717.780.3819 www.phfa.org</p>
<p>E&A Team Inc. PO Box 70550 Tuscaloosa, AL 35407 888.504.7483 info@eandateam.com</p>	<p>Nat'l Affordable Housing Mgmt. Assoc. 400 N. Columbus St., Suite 203 Alexandria, VA 22314 703.683.8630 www.nahma.org</p>	<p>Quadel Consulting & Training 1200 G Street, N.W., Suite 220 Washington, D.C. 20005 800.987.2581 www.quadel.com</p>
<p>Elizabeth Moreland Consulting, Inc. 6907 University Avenue, Suite 196 Middleton, WI 53562 800.644.0390 www.taxcredit.com</p>	<p>National Center for Housing Management 333 N. 1st Street, Suite 305 Jacksonville Beach, FL 32250 800.368.5625 www.nchm.org</p>	<p>Ross Business Development (RBD) 1449 Wood Park Way, NW Kennesaw, GA 30152 770.424.1806 www.rbdnow.com</p>
<p>Fair Housing Institute 7742 Spalding Drive, Suite 478 Peachtree Corners, GA 30092 770.826-6573 www.fairhousinginstitute.com</p>	<p>Novogradac & Company, LLP PO Box 7833 San Francisco, CA 94120-7833 415.356.8000 www.novoco.com</p>	<p>Roxie Munn, Inc. 2723 Hwy 86 Piedmont, SC 29673 864.380.7083 www.roxiemunn.com</p>
<p>Grace Hill 15 South Main Street, Suite 500 Greenville, SC 29601 866.472.2344 www.gracehill.com</p>	<p>PAHMA PO Box 199 Glenshaw, PA 15116-0199 412.445.8357 www.pahma.org</p>	<p>Spectrum Seminars, Inc. 545 Shore Road Cape Elizabeth, ME 04107 207.767.8000 www.spectrumseminars.com</p>
<p>Institute of Real Estate Management (IREM) 430 North Michigan Avenue Chicago, IL 60611 800.837.0706 www.irem.org</p>	<p>PennDel AHMA 600 Main Street, #7 Riverton, NJ 08077 856.786.2183 www.penndelahma.org</p>	<p>The TheoPRO Group 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.

12/2019

CERTIFICATION OF HOUSING MANAGEMENT CONSULTANT EXPERIENCE

Proposed Development: _____

Location: _____

Housing Management Consultant: _____

Address: _____

Telephone Number: _____

Name of Agent for whom you are consulting: _____

Brief description of consulting services to be provided: _____

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

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: _____