

## **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)

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

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

**Other** = Explain in an attachment

**RHS** = Rural Housing Service financing

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

**CON** = Conventional Market Rate financing

**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).

Complete the table below for all persons in a compliance oversight capacity with regard to the proposed project and attach copies of their Tax Credit and Fair Housing certifications.

Name/Title	Oversight Responsibility	Hours per week at site

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).

Management Agent (please print or type):		
Signature:		Date:
General Partner Signature:		Date:
Type/Print Name of Signer:		

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

<b>Certification</b>	<b>Organization</b>	<b>Contact Information</b>
Housing Credit Certified Professional (HCCP)	Theo-Pro Compliance & Consulting, Inc. AJ Johnson Consulting Services, Inc. National Assoc of Home Builders	<a href="http://www.theopro.com">www.theopro.com</a> <a href="http://www.ajjcs.net">www.ajjcs.net</a> <a href="http://www.nahb.org">www.nahb.org</a>
Certified Credit Compliance Professional (C3P)	Spectrum Seminars, Inc.	<a href="http://www.spectrumseminars.com">www.spectrumseminars.com</a>
Tax Credit Compliance System (TaCCS)	Quadel Consulting Corporation	<a href="http://www.quadel.com">www.quadel.com</a>
National Compliance Professional (NCP)	Elizabeth Moreland - Housing Credit College	<a href="http://www.housingcreditcollege.com">www.housingcreditcollege.com</a>
Tax Credit Specialist (TCS)	National Center for Housing Mgmt.	<a href="http://www.nchm.org">www.nchm.org</a>
Specialist in Housing Credit Management (SHCM)	Nat'l Affordable Housing Mgmt Assoc. PAHMA PennDel AHMA	<a href="http://www.nahma.org">www.nahma.org</a> <a href="http://www.pahma.org">www.pahma.org</a> <a href="http://www.penndelahma.org">www.penndelahma.org</a>
Certified Acquisition/Rehab Expert (ARE®)	Liz Bramlett Consulting, LLC	<a href="http://www.lizbramlettconsulting.com">www.lizbramlettconsulting.com</a>
LIHTC Compliance Specialist (LCS)	Liz Bramlett Consulting, LLC	<a href="http://www.lizbramlettconsulting.com">www.lizbramlettconsulting.com</a>
Mixed Finance Pro (MFP)	Liz Bramlett Consulting, LLC	<a href="http://www.lizbramlettconsulting.com">www.lizbramlettconsulting.com</a>
Mixed Income Expert (MIE)	Liz Bramlett Consulting, LLC	<a href="http://www.lizbramlettconsulting.com">www.lizbramlettconsulting.com</a>
Certified Occupancy Specialist (COS)	National Center for Housing Management	<a href="http://www.nchm.org">www.nchm.org</a>
Certified Professional of Occupancy (CPO)	NAHMA	<a href="http://www.nahma.org">www.nahma.org</a>
Fair Housing Certification	Fair Housing Institute	<a href="http://www.fairhousinginstitute.com">www.fairhousinginstitute.com</a>
Fair Housing Compliance (FHC)	Nat'l Affordable Housing Mgmt Assoc.	<a href="http://www.nahma.org">www.nahma.org</a>
Fair Housing and Beyond	Institute of Real Estate Management	<a href="http://www.irem.org">www.irem.org</a>
Fair Housing, Section 504	Spectrum Seminars, Inc.	<a href="http://www.spectrumseminars.com">www.spectrumseminars.com</a>
Fair Housing Essentials	National Center for Housing Mgmt.	<a href="http://www.nchm.org">www.nchm.org</a>

\*Other certifications may be accepted by the Agency, in its sole discretion.

## 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: \_\_\_\_\_

