

**APPLICATION FOR  
MANAGEMENT AGENT QUALIFICATION**

Name of Management Agent: \_\_\_\_\_

MANAGEMENT AGENT'S OFFICE LOCATIONS

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

Principal Office: \_\_\_\_\_

\_\_\_\_\_

Other Offices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Territory & Major Cities Covered: \_\_\_\_\_

Principal Office: \_\_\_\_\_

\_\_\_\_\_

Other Offices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Principal Office: \_\_\_\_\_

Other Offices: \_\_\_\_\_

\_\_\_\_\_

**SECTION I**  
**GENERAL INFORMATION**

1. Indicate the legal nature of the Management Agent:

Corporation \_\_\_\_\_

Partnership \_\_\_\_\_

Proprietorship \_\_\_\_\_

Other (Specify) \_\_\_\_\_

2. Is the Management Agent a subsidiary of another corporation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please provide name and address of Parent Corporation and describe relationship.

3. If the Management Agent and/or its parent are engaged in business activities, other than property management, please describe:

\_\_\_\_\_  
\_\_\_\_\_

4. How many years has the Management Agent been active in housing management? \_\_\_\_\_

\_\_\_\_\_

5. Is the firm a licensed Real Estate Broker in the State of New Jersey?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", what is the Broker's License Number? \_\_\_\_\_

**SECTION II**  
**PERSONNEL**

1. Complete Attachment A, listing job titles, number, and salary ranges of personnel employed by the Management Agent in the management office.

2. List the general qualifications you look for in Property Managers:

A. Education: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. Previous Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Other: \_\_\_\_\_  
\_\_\_\_\_

3. List the general duties of your Property Managers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List the qualifications you look for in Resident Managers:

A. Education: \_\_\_\_\_  
\_\_\_\_\_

B. Previous Experience: \_\_\_\_\_

C. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List the general duties of your Resident Managers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION III**  
**TRAINING**

1. Do you provide training for your Property Managers?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", describe training: \_\_\_\_\_

—

2. Do you provide training for your Resident Managers?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", describe training: \_\_\_\_\_

—

3. If approved, do you agree to send personnel involved in the management of a development financed by \_\_\_\_\_ to required training programs?

Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION IV**  
**HOUSING MANAGEMENT EXPERIENCE**

1. Has a housing development experienced default while under your management?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please provide details as to what development(s) experienced the default, the reasons(s) for the default, and if the default has since been cured under your management, how it was cured: \_\_\_\_\_

—

2. If your organization, or any principals of your organization, have ever managed developments under any Department of Housing & Urban Development program, attach a current HUD Form No. 2530, Previous Participation Certificate.

3. Complete Attachment B, listing information on all low- or moderate-income housing developments which you have managed within the last five years. Add on a separate page list all other Multifamily Rental Housing you have managed. Include location and # of DU's

**SECTION V**  
**MISCELLANEOUS**

1. Please list professional organizations (e.g., Institute of Real Estate Management, National Association of Home Builders) of which Management Agent is a member: \_\_\_\_\_

2. Please list any professional designations (e.g., Certified Property Manager, Registered Apartment Manager) or awards that Management Agent personnel have received: \_\_\_\_\_

3. Have any of the Firm's principals ever been involved in bankruptcy proceedings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

4. Has any officer, partner, or employee of the organization every been found guilty of any misappropriation of funds of a principal, embezzlement, fraud or deceit?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

5. Does the firm have a surety bond?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", state amount of bond and name of bonding company: \_\_\_\_\_

6. Has Management Agent or any of its present personnel ever been denied a bond?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

7. Has Management Agent or any of its present personnel ever been involved in governmental or judicial action concerning a violation of "Fair Housing" laws?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

8. Have any property management contracts of which the Management Agent, or any Officer or Partner of the Management Agent, was a party been terminated prior to their expiration dates?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

9. Have any property management contracts held by the Management Agent over the past five years not been renewed upon expiration?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

10. Have any licenses, bonds, certificates or accreditation ever been revoked, suspended, restricted or in any manner limited or terminated?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", give details: \_\_\_\_\_

11. Please provide financial and credit references below:

Bank:

Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other References:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this application is being completed primarily in connection with the management of a specific housing development, please supply name and address of development.

THE UNDERSIGNED HEREBY CERTIFIES THAT INFORMATION SET FORTH IN THIS APPLICATION, AND IN ANY ATTACHMENT IN SUPPORT THEREOF, IS TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

IN WITNESS WHEREOF THE MANAGEMENT AGENT HAS CAUSED THIS DOCUMENT TO BE DULY EXECUTED IN ITS NAME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Name of Management Agent

By: \_\_\_\_\_

Title

**ATTACHMENT A**  
**DEVELOPMENTS MANAGED**

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of Dwelling Units: \_\_\_\_\_ Approximate Age  
Of Development: \_\_\_\_\_

Dwelling Unit Type:<sup>1</sup>

Type of Occupancy:      Ownership                  Rental

Other \_\_\_\_\_

Elderly                  Family                  Mixed Elderly & Family

Other \_\_\_\_\_

Type of Financing:<sup>2</sup>

Type of Subsidy Program, if any:<sup>3</sup>

Managed From \_\_\_\_\_ to \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner:  
\_\_\_\_\_

Owner's Address: \_\_\_\_\_  
\_\_\_\_\_

Mortgagee: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Dwelling Unit Type - Detached; Semi-Detached/Row (Townhouse);                  Walk-up (Garden; Elevator; Congregate.

<sup>2</sup> Type of Financing - Conventional, Housing Finance & Development Agency, and HUD Insured, etc.

<sup>3</sup> Type of Subsidy - Section 8, Section 236, Section 221(d) (3),      Rent Supplement, etc.