

**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: _____

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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: _____

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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:¹

Type of Occupancy: Ownership Rental

Other _____

Elderly Family Mixed Elderly & Family

Other _____

Type of Financing:²

Type of Subsidy Program, if any:³

Managed From _____ to _____

Property Manager: _____ Phone No. _____

Owner:

Owner's Address: _____

Mortgagee: _____

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

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

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