

REQUEST FOR PRE-APPROVAL/CHANGE OF MANAGEMENT COMPANY

This form is used to request prior approval for a management company OR change in management on an existing property. Form must be completed prior to changing management.

PROJECT NAME ("PROJECT"): _____

AGENCY PROJECT # (IF APPLICABLE): _____

REQUEST DATE: _____

The following are details on the proposed management company.

Name of Proposed Management Company: _____

Authorized Official of the Management Company: _____

(The person indicated as the Authorized Official is the authorized individual who can legally sign contracts or other legal documents on behalf of the management company)

Job Title: _____

EIN #: _____

Address: _____

Contact #: _____ Contact Email: _____

Primary Rental Compliance Reporting System (RCRS) Administrator: _____

Job Title: _____

Contact #: _____ Contact Email: _____

Effective Date of Change: _____ Proposed Actual

Is the proposed management company on the Agency approved management list? Yes No

Requirements for management if new owner intends to change management companies.

The management agent must:

- Have at least one similar Supportive Housing project in their current portfolio or requisite experience,
- Request KEY Program assistance timely and accurately (if applicable),
- Report to the Agency's Rental Compliance Reporting System (RCRS) timely and accurately (if applicable),
- Have at least one staff person serving in a supervisory capacity with regard to the project who has attended the Agency mandatory sponsored trainings within the past 12 months (currently named SHDP and Targeting and KEY Assistance Training (if applicable)) as of the full application. *This requirement will only be reviewed at the end of the calendar year, AND*
- Have at least one staff person with regard to the project who has a valid North Carolina real estate license and be registered with the North Carolina Secretary of State (if applicable). Please provide a copy of the firm license,
- Adhere to rent increase approval requirements. Any management agent found to have implemented a rent increase on an existing property without the required Agency approval, may be disallowed from serving as management agent for an application.

None of the persons or entities serving as management agent may have in their portfolio a project with material or uncorrected noncompliance beyond the cure period unless there is a plan of action to address the issue(s).



Below is required if the management company is NOT on the Agency approved management list.

Please provide the following required documentation if the proposed company is **NOT** an approved management company in good standing with NCHFA. We reserve the right to require any missing documentation from approved management companies, as necessary, in connection with this approval.

- Complete portfolio list, including property name, address, # of units, property type, and financing type
- Identify any uncorrected noncompliance for each property in the portfolio list
- Identify any defaults on any loan for each property in the portfolio list
- Proof of supervisor’s attendance at NCHFA training within the past 12 months
- Property Tenant Selection Policy and completed NCHFA checklist; which can be found on NCHFA website (if applicable)
- Completed Supportive Services Access Plan – Management Change Form
- Copy of NC Broker’s license for the firm (not a personal license).

PROPERTY OWNER/PARTNER SIGNATURE:

(Current owner if no ownership change; Buyer if ownership is changing)

Signature: _____
Printed Name: _____
Title: _____

Date: _____
Direct Phone: _____
Email: _____

MANAGEMENT COMPANY SIGNATURE:

(Authorized Official)

Signature: _____
Printed Name: _____
Title: _____

Date: _____
Direct Phone: _____
Email: _____

NCHFA SIGNATURE:

Signature: _____
Printed Name: _____
Title: _____

Date: _____
Direct Phone: _____
Email: _____

