

## MANAGEMENT AGENT APPROVAL REQUIREMENTS

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The Connecticut Housing Finance Authority (CHFA) approves a proposed Management Agent (Agent) on an individual property basis. At the time of application, the sponsor is required to submit a list of qualified Development Team members. The proposed Agent must be a qualified member of the team. In order to obtain CHFA approval as a qualified management agent, the Agent must satisfy its applicable requirements based on the appropriate category of one of the three (3) categories listed below.

Please note: The same applicable requirements apply to existing properties where a change in Agent is contemplated. CHFA will charge a processing fee of \$2,500 per property for review and approval of a change in Agent.

There are three (3) categories that an Agent may fall under for Management Agent Approval Requirements, as follows:

1. [For Management Agents That Do Not Currently Manage CHFA-Financed Properties](#)
2. [For Management Agents Currently Managing CHFA-Financed Properties](#)
3. [For Management Agents For Tax Credit Only Properties And Properties Without CHFA Permanent Financing](#)

Upon review and acceptance of the applicable submitted documents, CHFA will issue an approval of the proposed Agent. In order to receive final approval as a Qualified Management Agent, the Agent will be required to submit a comprehensive Management and Marketing Plan, and a Resident Selection Plan acceptable to the owner and CHFA. In addition, the Agent will be required to post a Fidelity Bond (equal of at least three (3) months gross rent charges.) The bond, payable from the development operating account, is to be maintained by the Agent as long as the Agent is managing the development and it should cover all employees hired by the Agent in connection with the Management Agreement.

Upon acceptance of the above plans and receipt of the Fidelity Bond, the Agent must execute a Management Agreement on forms prepared by CHFA, which provide for among other things, the maximum compensation payable to the Agent and length of the Agreement.

Please Note: A Management Agreement is not applicable to a Tax Credit Only property (Construction and/or Permanent Financing is with an outside source).

## MANAGEMENT AGENT APPROVAL REQUIREMENTS FOR MANAGEMENT AGENTS THAT DO NOT CURRENTLY MANAGE CHFA-FINANCED PROPERTIES

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### BACKGROUND

The summary below outlines CHFA's requirements for qualifying and approving a Management Agent (Agent) that does not currently manage a CHFA-financed property. At the time of application for CHFA financing, the sponsor is required to submit a list of qualified Development Team members for review. In order to obtain CHFA approval as a Qualified Management Agent, the Agent must satisfy the requirements listed below. Please note the same requirements apply to existing properties where a change in Agent is contemplated when the Agent does not manage a CHFA-financed property. CHFA will charge a processing fee of \$2,500 per property for review and approval of a change in Agent. Please contact your Asset Manager with questions.

### SUBMISSIONS

1. Demonstrate training and experience in management of multifamily residential housing acceptable to CHFA in at least one of the following ways: **Check all boxes that apply**
  - Have managed low/moderate income housing assisted under Section 8, RAD, 202, 221(d) (3)(4) or 236 of the National Housing Act for a period of not less than one year;
  - Have managed conventionally-financed or unassisted multifamily housing for low/moderate-income families for a period of not less than three years;
  - Have managed Low Income Housing Tax Credit (LIHTC) housing for no less than one year; or
  - Have completed specialized courses in the management of low and moderate income housing.
2. For developments receiving LIHTC's, provide documentation evidencing knowledge of and experience in managing LIHTC developments as well as copies of LIHTC certifications received by staff.
3. Provide a list of all multifamily housing developments the Agent has managed including all FHA-insured, HUD subsidized, LIHTC and conventionally-financed developments on CHFA Form HM 1-20 Management Company Portfolio.
4. If required by HUD Notice H 2016-15, Processing Guide for Previous Participation Reviews of Prospective Multifamily Housing and Healthcare Programs' Participants, evidence of HUD approval for both the Owner and Agent is also required. Owner and Agent must complete HUD Form #2530, "Previous Participation Certificate".
5. Provide financial statements of the Management Agent reflecting current financial status and resources.
6. Provide a company profile including a list of principals and an organizational chart; staff resumes, experience and professional designations; and a list of employees to be assigned to the property and their specific duties.
7. Confirm that the Agent will maintain an office within the State of Connecticut at which all books, documents, and records of the development are made available to CHFA or its designees for examination at reasonable times.
8. Provide a statement of familiarity and intention to comply with requirements as stated in CHFA's loan documents, policies and procedures.

**MANAGEMENT AGENT APPROVAL REQUIREMENTS  
FOR MANAGEMENT AGENTS THAT DO NOT CURRENTLY MANAGE  
CHFA-FINANCED PROPERTIES - Continued**

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**APPROVAL**

Upon review and acceptance of the aforementioned documents, CHFA will issue an approval of the proposed Agent. In order to receive approval as a Qualified Management Agent for a specific property, the Agent will be required to submit a comprehensive Management and Marketing Plan, and a Resident Selection Plan acceptable to the owner and CHFA. In addition, the Agent will be required to post a Fidelity Bond (equal to at least three (3) months gross rent charges.) The bond, payable from the development operating account, is to be maintained by the Agent as long as the Agent is managing the development and it should cover all employees hired by the Agent in connection with the Management Agreement.

Upon Acceptance of the above plans and receipt of the Fidelity Bond, the Agent must execute a Management Agreement on forms prescribed by CHFA, which provide for among other things, the maximum compensation payable to the Agent and length of the Agreement.

## MANAGEMENT AGENT APPROVAL REQUIREMENTS FOR MANAGEMENT AGENTS CURRENTLY MANAGING CHFA-FINANCED PROPERTIES

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### BACKGROUND

The summary below outlines CHFA's requirements for an existing approved Management Agent (Agent) seeking to add new development(s) financed by a CHFA mortgage to their portfolio. At the time of application for CHFA financing, the sponsor is required to submit a list of qualified Development Team members for review. In order to obtain CHFA approval as a Qualified Management Agent, the Agent must satisfy the requirements listed below. Please note the same requirements apply to existing properties where a change in Agent is contemplated. CHFA will charge a processing fee of \$2,500 per property for review and approval of a change in Agent. Please contact your Asset Manager with questions.

### SUBMISSIONS

1. Provide a list of all multifamily housing developments the Agent has managed including all FHA-insured, HUD subsidized, LIHTC and conventionally-financed developments on CHFA Form HM 1-20 Management Company Portfolio .
2. If required by HUD Notice H 2016-15, Processing Guide for Previous Participation Reviews of Prospective Multifamily Housing and Healthcare Programs' Participants, evidence of HUD approval for both the Owner and Agent is also required. Owner and Agent must complete HUD Form #2530, "Previous Participation Certificate".

### APPROVAL

Upon review and acceptance of the aforementioned documents, CHFA will issue an approval of the proposed Agent. In order to receive approval as a Qualified Management Agent for a specific property, the Agent will be required to submit a comprehensive Management and Marketing Plan, and a Resident Selection Plan acceptable to the owner and CHFA. In addition, the Agent will be required to post a Fidelity Bond (equal to at least three (3) months gross rent charges.) The bond, payable from the development operating account, is to be maintained by the Agent as long as the Agent is managing the development and it should cover all employees hired by the Agent in connection with the Management Agreement.

Upon acceptance of the above plans and receipt of the Fidelity Bond, the Agent must execute a Management Agreement on forms prescribed by CHFA, which provide for among other things, the maximum compensation payable to the Agent and length of the Agreement.

## MANAGEMENT AGENT APPROVAL REQUIREMENTS FOR MANAGEMENT AGENTS FOR TAX CREDIT ONLY PROPERTIES AND PROPERTIES WITHOUT CHFA PERMANENT FINANCING

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The summary below outlines CHFA's requirements for qualifying and approving a Management Agent (Agent) for developments assisted with the Low Income Housing Tax Credit (LIHTC) and for developments that do not have CHFA permanent mortgage financing. At the time of application for LIHTC, the sponsor is required to submit a list of qualified Development Team members for review. Please note the same requirements apply to existing properties where a change in Agent is contemplated. Please contact your Asset Manager with questions.

If the proposed Management Agent is not currently managing or has not managed CHFA-financed properties, all items listed below must be submitted. **Check Box if this applies to Management Agent.**

If the proposed Management Agent currently manages CHFA-financed properties, no further action is required. **Check Box if this applies to Management Agent.**

1. For developments receiving LIHTC's, provide documentation evidencing knowledge of and experience in managing LIHTC developments as well as copies of LIHTC certifications received by staff.
2. Provide a list of all multifamily housing developments the Agent has managed including all FHA-insured, HUD subsidized, LIHTC and conventionally-financed developments on CHFA Form HM 1-20 Management Company Portfolio.
3. Confirm that the Agent will maintain an office within the State of Connecticut at which all books, documents, and records of the development are made available to CHFA or its designees for examination at reasonable times.
4. Provide a company profile including a list of principals and an organizational chart; staff resumes, experience and professional designations; and a list of employees to be assigned to the property and their specific duties.