

**Property Disposition Program
Real Estate Asset Manager
Qualification Data**

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-030-

Public Reporting Burden for this collection of information is estimated to average 50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0306), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

1 Name (Last, First, Middle) _____ 2 No. of Yrs. in Property Mgmt. Business _____

Business Locations Maintained by You

3 Address of Principal Office	4 Territory Covered
5 Address of Other Office	6 Territory Covered

7 List type of certificate, issuing agency and expiration dates of certificates and licenses, applicable to your work, required by State and local authorities

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8 Type of Organization (check one) # incorporated, indicate in which state
 Individual Partnership Corporation

Names of Officers, Owners and Partners

9 President	10 Vice President
11 Secretary	12 Treasurer
13 Owners or Partners	

14 Number of Persons Employed and Their Employment Classification

Persons or Concerns Authorized to Sign Bids and Contracts in Your Name (if agent, so specify)

15 Name and Official Capacity	16 Name and Official Capacity
17 Name and Official Capacity	18 Name and Official Capacity

19 Bank References (Bank Name and Address)	20 Other References With a Knowledge of Your Experience (Name and Address)
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21 Principal for Whom Property Managed	Number of Properties	Number of Units	22 Principal for Whom Property Managed	Number of Properties	Number of Units
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23 Has Your License Ever Been Revoked?
 Yes No

24 Do You Customarily Make Property Reviews for Clients?
 Yes No

25 Do You Have Facilities for Making Periodic Review of Property Taxes?
 Yes No

26 Average Annual Sales or Receipts for Preceding Three Fiscal Years

Financial Data

27 Are There Any Outstanding Judgements Against Your Firm or its Principals or Has the Firm or Any of its Principals Been Subject to Bankruptcy?
 Yes No (If Answer is Yes, Give Details on an Attached Separate Sheet)

A current asset and liability statement must be transmitted with this application, along with a written statement of current commitments of financial assistance, if any, available to you.

APPENDIX 43

28 Size of Business
 Small
 Other than Small
 (see definitions below)

29 Type of Ownership (See Definitions in Information and Instructions) Applicable for Small Business Only
 Female Owned Business
 Disadvantaged Business
 Asian Indian Americans
 Black Americans
 Hispanic Americans
 Native Americans
 Asian Pacific Americans

Properties Managed Last Three Years

30 Type	No. of Structures	No. Residential Units	% on Which You Plan Renovations, let Contract, Inspect Work	% on Which You Collect Rents	Rental Rate Range	Percent of Racial Occupancy Pattern
Family Residences						
Apartments						
Commercial						
Industrial						
Other						

Preparing specifications for rehabilitation work on home properties or management surveys on multifamily properties are vital requirements. Therefore, identify areas in which you have completed this type of work or attach samples of your work. Also attach a summary of experience concerning multifamily management particularly relating to HUD subsidized projects.

Single Family Home Sales During Past Three Years

31 Type	19____ No. Units Sold	Gross Amt. of Sale	19____ No. Units Sold	Gross Amt. of Sale	19____ No. Units Sold	Gross Amt. of Sale
HUD-Acquired Properties						
All Other Properties						

32 Are Principals of the firm, their spouses, dependents, partners or other firms or organizations of which they are stockholders, officials, directors, trustees, partners or employees, engaged in mortgage banking, financing, construction, supply or other services related to property management, maintenance, operation, repair, sale or demolition?

Yes No (See instructions below)

33 Affiliates of Applicant (Names, location and nature of affiliation. See definitions below)

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34 Signature and Title of Authorized Person _____ 35 Name of Firm _____ 36 Date _____

HUD Use Only

37 Reviewed By _____ 38 Date _____ 39 Approved By (Chief Property Officer) _____ 40 Date _____

Placed on Bidder List (date) _____ Not Placed on Bidder List (see attachment)

Information and Instructions

Type or print plainly and answer all questions completely. Attach separate sheets for any additional data you may wish to submit. This completed and signed form is to be transmitted with a current operating statement and current balance sheet to the local HUD office.

Asset Manager Qualification Data, form HUD-6733, must be filed, together with such other data as may be requested and attached by the local HUD office. This application shall be submitted and signed by the principal, as distinguished from an agent, however constituted.

After placement on the bidder's mailing list, your failure to respond to solicitations, either by submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list, will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing list for the items concerned.

Items 15-17 — The persons or concerns authorized to sign bids and contracts shall be so noted, and the signature of the person signing will bind the firm or company in all contractual actions.

Item 28 — A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 19, Part 121, as amended, which contains detailed industry definitions and related procedures.)

Item 29 — Disadvantaged business concern means any business concern or publicly owned business which is at least 1 percent owned by one or more socially and economically disadvantaged individuals, and whose management and daily business operations are controlled by one or more of such individuals.

"Female-owned business" means a business that is at least 51 percent owned and operated by a woman or women who are U.S. citizens.

Item 30 — Properties managed last 3 years

No. of Structures — Enter total number of buildings managed over past three years.

No. of Residential Units — Enter total number of residential units at all projects you have managed over past three years. Do not include commercial or professional units.

Planned Renovation and Contract Work — Enter the percentage of total structures on which you undertake or substantially contributed to the planning and implementation of renovation, upgrading, and rehabilitation work, including letting of contracts and field inspection of work performed.

% Rent Collections — Enter the percentage of total units for which you and your organization collected rents, including responsibility for tenant delinquencies.

Rental Rate Range — Enter the lowest and highest rents established for all units managed.

Percent of Racial Occupancy Pattern — Enter the percentage of tenants in the total number of residential units managed, by racial designation using the following abbreviations: White (W), Negro/Black (NB), American Indian (AI), Spanish American (SA), Oriental (O), Other Categories (OC).

Item 32 — Any person or firm under contract with HUD for Property Management conducts HUD business which demands public trust and confidence in the integrity of HUD. Each applicant must make full disclosure (attached hereto), of all current business affiliations, subsidiaries or other business arrangements which can be construed as or create the appearance of a "conflict of interest" in the conduct of HUD business. With either an affirmative or negative response to Item 32, applicant will be required to submit a separate certification prior to entering into a HUD-acquired property management contract.

Item 33 — "Affiliates." Business concerns are affiliates of each other when either directly or indirectly one concern controls or has the power to control the other, or a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship.