

Communities of Quality®

PART I: IDENTIFICATION INFORMATION FOR RENEWING PROPERTY

1. Name of Property _____
Address _____
City _____ State _____ Zip _____
Property Manager _____
Entry Contact and Title _____
Phone _____ Fax _____
Email _____

2. Management Company _____
Address _____
City _____ State _____ Zip _____
Contact and Title _____
Phone _____ Fax _____
Email _____

PART II: RECERTIFICATION INFORMATION FOR RENEWING PROPERTY

Please refer to your original COQ National Recognition Application when completing the following sections:

Category 1: Inspections

- A. The property has maintained the quality of its physical environment over the past two years. Yes No
- 1) Please attach a copy of the most recent written report that attests to the physical maintenance of the property (REAC score of 80 or above, or some other third-party entity finding of a passing or satisfactory physical rating).
- or
- 2) The property has not been required by any government or other monitoring agency to have a physical inspection during the past two years, and as a result, the inspection information submitted in the original application remains the most recent (please do not resubmit this report). >



BIENNIAL RENEWAL

APPLICATION FOR PROPERTIES IN THE COMMUNITIES OF QUALITY NATIONAL RECOGNITION PROGRAM

Every two years after its initial certification as a nationally recognized Community of Quality (COQ), a property is required to submit a Renewal Application to certify that it has maintained the same high level of quality as it did when first recognized in the COQ program. In addition, every two years in conjunction with its Renewal Application, the property must remit a \$100 renewal fee for processing and benefits maintenance.

Please note: the Renewal Application and accompanying renewal fee are due to NAHMA no later than June 30 of the renewal year; properties not meeting the June 30 renewal deadline will be removed from the National COQ Registry, and will need to re-submit a newly completed original (complete) application to participate again in the future.

- B. The property has maintained the quality of its compliance and operational activities. Yes No
- 1) Please attach a copy of the most recent written report that attests to the quality of the property's compliance and operational activities.
- or
- 2) The property has not been required by any government or other monitoring agency to have its compliance or management operations to be reviewed during the past two years, and as a result, the information submitted in the original application remains the most recent (please do not resubmit this report).

Category 2: Financial Management

- The property has maintained the quality of its financial management over the past two years. Yes No
- 1) Please attach a copy of the management letter from your most recent independent audit (or some other third-party entity finding of a passing or satisfactory financial review).
- or
- 2) The property has not been required by any government or other monitoring agency to have a independent financial audit during the past two years, and as a result, the financial information submitted in the original application remains the most recent (please do not resubmit this report).

Category 3: Employee Credentials

- The property has maintained a similar number of credentialed employees over the past two years. Yes No

Category 4: Programs and Services

- The property has maintained a similar number of community- or resident-focused programs and services over the past two years. Yes No

Category 5: Endorsements

Please attach one new letter or other new written endorsement from any one person from one of the following groups: residents, staff, community/local, state legislators or agencies.

Category 6: Photographs and Reports

Please attach one new photograph of an overall exterior view of the property. The photo may be a Polaroid, digital image, or standard photograph.

PART III: FINAL STEPS—CHECKLIST

1. I have filled in all of the information requested above. Yes No
2. I have attached the additional supporting documentation listed above, or, if the information is already contained in my original application, I have just checked the box provided. (Please do not resubmit materials already provided in your original application.) Yes No
3. I have attached a check in the amount of \$100, payable to NAHMA, for processing my COQ renewal application and extending my COQ benefits for another two years. Yes No
4. Please mail this Renewal Application, Supporting Documentation if required, and Renewal Fee to: COQ Renewal, NAHMA, 400 N. Columbus St., Suite 203, Alexandria, VA 22314



National Affordable Housing Management Association

400 North Columbus Street, Suite 203
 Alexandria, VA 22314
www.NAHMA.org