



## Specialist in Housing Credit Management® (SHCM®) Company

# Application

The three national associations sponsoring the Specialist in Housing Credit Management® certification program invite your company to become a Specialist in Housing Credit Management® (SHCM®) Company, a corporate designation created specifically to honor management companies that successfully maintain a significant portion of their properties and staff to the high standards of the SHCM certification program. The SHCM program, developed especially for management companies involved with properties developed and operated under the Low Income Tax Credit (LIHTC) program, is sponsored by the National Affordable Housing Management Association (NAHMA), the National Apartment Association Education Institute (NAAEI), and LeadingAge (formerly AAHSA, the American Association of Housing and Services for the Aging).

### Earn a Significant Mark of Distinction for your Company and Other Benefits

Earning this SHCM Company® designation is truly an outstanding accomplishment, and it publicly declares that these companies are among the finest managers of LIHTC housing in the industry. This designation will add value to the brand of each participating management company as a leader in its field of LIHTC housing. As such, companies earning the coveted SHCM Company designation will be provided with an electronic file of the SHCM Company logo, which they will be encouraged to use on all of their communication and marketing materials.

In addition, companies earning the SHCM Company designation will receive a certificate suitable for framing, a letter of congratulations from the SHCM Advisory Board, a listing on NAHMA's SHCM webpage, and a free subscription to the bimonthly NAHMA News.

### How to Earn the SHCM Company Designation

To earn the SHCM Company certification, companies must meet all of the following five eligibility components:

- 30% of the management company's portfolio must be LIHTC housing\*. The percentage is self-certified, and can be calculated based on number of units, or by number of properties.
- At a minimum, each LIHTC property in the management company's portfolio must have a SHCM certified professional with direct daily supervision of the tax credit component of the property.
- In addition, 50% of the management company's LIHTC housing portfolio site-level staff responsible for occupancy must be SHCM certified.
- At least one executive of the management company must be SHCM certified.
- The SHCM Code of Ethics must apply to all activities of the management company.

\* LIHTC housing may include properties that have other layers of financing in addition to LIHTC.

The SHCM Company initial application fee is \$140, and the designation is valid for two years. It must be renewed every other September 1st with a \$75 renewal fee.

## CODE OF ETHICS

**The following Professional Code of Ethics must be followed at all times:**

- Exercise the highest level of integrity and professional conduct.
- Exercise reasonable compliance with all federal, state, and local laws and regulations and maintain professional standards.
- Provide equal employment and housing opportunity to any person no matter their race, color, religion, sex, familial status, national origin, age, handicap, and any constitutionally protected class.
- Professionally manage properties, including but not limited to:
  1. Maintaining fiduciary obligations to clients;
  2. Avoiding disclosure of confidential information to third parties;
  3. Maintaining true and accurate accounting records; and,
  4. Protecting all clients' assets.
- Use professional means if seeking to influence legislation, regulations, or public opinions.

## APPLICATION INFORMATION

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

To complete my SHCM Company application, I certify that my company has met all five of these requirements:

- \_\_\_\_\_ 30% of the management company's portfolio is in LIHTC housing. The percentage is self-certified, and can be calculated based on number of units, or by number of properties;
- \_\_\_\_\_ At a minimum, each LIHTC property in the management company's portfolio has a SHCM certified professional with direct daily supervision of the tax credit component of the property;
- \_\_\_\_\_ 50% of the management company's LIHTC housing portfolio site-level staff responsible for occupancy is SHCM certified;
- \_\_\_\_\_ At least one executive of the management company is SHCM certified. Please provide the name of the SHCM certified executive: \_\_\_\_\_
- \_\_\_\_\_ The SHCM Code of Ethics applies to all activities of the management company.

## PAYMENT INFORMATION

Application Fee: \$ 140.00

Method of Payment:  Check/M.O. (payable to NAHMA)  AMEX  M/C  Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*Please make check or money order payable to NAHMA**

*I, the aforementioned applicant, attest that all information contained in this application is true and accurate to the best of my knowledge, and I have read and understand all of the Criteria for Acceptance as indicated.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form along with applicable fees to:  
NAHMA-SHCM Certification, 400 North Columbus Street, Suite 203, Alexandria, VA 22314