*Communities of Quality®*

PART I: IDENTIFICATION INFORMATION FOR RENEWING PROPERTY

1. **Name of Property:**

Street Address:

City: State: Zip:

Property Manager:

Entry Contact and Title:

Phone: Fax:

Email:

1. **Management Company:**

Street 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*

1. *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 between June 1 and August 31 of the renewal year; properties not meeting the 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.*

**NAHMA** September 2012

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*

1. *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

1. 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

1. 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.
 