



National Association of Residential Property Managers

MPM[®] DESIGNATION SELF-MANAGED CANDIDACY CHECKLIST

For Application after January 1, 1999 (Revised November 2005)

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Mentor: _____ Email: _____

After completion, please fax or mail a copy of this completed Self-Managed Candidacy Checklist to your Mentor for review prior to sending your designation package to NARPM Headquarters. You are expected to submit a typewritten, professional designation package, as befitting your status as a Residential Management Professional. Packets will be displayed at the Annual Convention.

**Application for Candidacy must be received by NARPM at least 90 days
prior to submission of certification packet.**

**Certification packet must be received by NARPM at least 30 days prior to the Executive Board
Meeting to be considered for approval.**

Your designation package should include your original and two copies of this checklist, an original and two copies of all documentation and an original and two copies of a typewritten narrative summarizing the enclosed documentation. Your documentation should be numbered to correspond with the list in your narrative summary so they are easy for the Certification Committee Auditor to review. You may use Elective Points earned from your RPM[®]/PPM[®]/RMP[®] candidacy, but all other requirements must have been acquired since then. Headquarters will not provide verification; you are responsible for maintaining your own records. If you have difficulty verifying any of the following items, please consult your Mentor for assistance.

- _____ **A. Copy of Application** (*Candidacy must be completed within three (3) years – if longer, attach copy of extension request and payment.*)
- _____ **B. Current member of NARPM in good standing.** (*Dues must be current.*)
- _____ **C. Verification of RPM®/PPM®/RMP® Designation.** (Attach copy of Certificate and copy of RPM/PPM Self-Managed Candidacy Checklist.)
- _____ **D. Verification of five (5) years as a licensed real estate broker/agent (if you are from a state that requires a license).**
 Verification may be provided by:
 1) Copy of license(s) signifying five (5) years;
 2) Letter from employing Broker; or
 3) Abstract from state licensing board.
- _____ **E. Verification of 500 unit years of experience acquired over a minimum of five consecutive years.** (One unit year equals management of one residential unit for one year.) Must be managing a minimum of 50 residential units during candidacy period and at time of achieving designation. Verification may be provided by 1) Property lists for applicable number of years; 2) Letter from employing Broker; or 3) Letter from your independent accountant (not staff bookkeeper.)
- _____ **F. Completion of 24 hours of NARPM MPM® Designation Courses.**
 Please include copies of certificates. Courses must have been completed during the candidacy period or within 3 years prior to application for candidacy.
- Course: _____ Location: _____ Date: __/__/__
- Course: _____ Location: _____ Date: __/__/__
- _____ **G. Letters of recommendation from two (2) MPM® Designees.**
 Letters may only be solicited from MPM®s not affiliated with the Applicant’s own company or firm. Please send the enclosed forms to the MPM®. Enclose the letters, still sealed in their envelopes, in your “original” candidacy package.
- _____ **H. Letters of recommendation from three (3) clients.**
 Please send the enclosed forms to your clients. Enclose the letters, still sealed in their envelopes, in the “original” candidacy package.
- _____ **I. Attendance at two National Conventions.**
 Enclose proof of attendance. Verification can be provided by:
 1) Copy of your registration confirmation; 2) copy of your name badge;
 or 3) Confirmation letter from a Local or National NARPM leader.
- _____ **J. Electives – Must total at least 200 points.**
 Points accumulated for your RPM®/PPM®/RMP® designation may be included to meet required total.

Please note: Other comparable service projects, education, etc. may qualify for points. Points for education must have a certificate and a brief summary of class content and continuing education credit information, if applicable. If you aren’t sure, consult your Mentor.

NARPM MPM® ELECTIVES

(All service must have independent written verification. Points are given for each full year, session or term of service completed.)

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| _____ 1. Member of the National NARPM Board of Directors | 50 Points |
| _____ 2. Serve as a principal individual responsible for a Chapter or CIF foundation or serve as an officer (i.e. President, Vice-President, Secretary or Treasurer) for your local or state NARPM Chapter. | 30 Points |
| _____ 3. Serve as a State or Regional Conference Chair | 25 Points |
| _____ 4. Serve as a National Committee Chair for NARPM | 25 Points |
| _____ 5. Serve as a State or Regional Conference Sub-Committee Chair | 15 Points |
| _____ 6. National Convention Instructor or Facilitator | 15 Points |
| _____ 7. Serve as a committee chair (i.e. Membership Chair, Publications/Program Chair, Education Chair, etc.) for your local or state NARPM Chapter. | 15 Points |
| _____ 8. Serve as a National Committee Vice-Chair or Sub-Committee Chair | 15 points |
| _____ 9. Completion of additional MPM® Designation courses in excess of the required 24 hours in paragraph "F" above. (Points are for each additional 12 hour class.) | 15 Points |
| _____ 10. Serve as a RMP®/MPM® course coordinator. (Points are for each class presented.) | 15 Points |
| _____ 11. Active Member of a National Committee. Must be confirmed by letter from Committee Chair regarding activity and attendance at Meetings. (Each year – maximum three years) | 10 Points |
| _____ 12. Original article published in the <i>Residential Resource</i> newsletter – Point are for each published article. (Article must be approximately 400 words and be of educational benefit to the membership. Must enclose copies and dates run.) | 10 Points |
| _____ 13. Attendance at more than one National Convention. (Each year – maximum of two years. Points are for National Conventions in addition to the two required for designation.) | 10 Points |
| _____ 14. Attendance at Midyear Conferences/NARPM Leadership Conferences (Points are for each year – maximum of three years.) | 10 Points |
| _____ 15. Attendance at State or Regional Conferences. (Points are for each year – maximum of two years.) | 5 Points |

- _____ 16. Service project for NARPM, assigned by the Board of Directors or a National Committee Chair (1 point for every 2 hours of service provided –maximum of 30 points). 1 - 30 Points

_____ **NARPM ELECTIVES SUB-TOTAL**

PROPERTY MANAGEMENT INDUSTRY AT LARGE ELECTIVES

Verification of any of the following electives must be by an independent source, such as a committee chair, commissioner, newspaper articles or letters announcing the candidate's appointment to the committee or task force.

- _____ 17. Committee member of a Governor's or Legislator's Task Force 40 Points
- _____ 18. Chairperson of Legislative Action Committee. 40 Points
- _____ 19. Committee member of Department of Real Estate Task Force or Advisory Committee. 35 Points
- _____ 20. Committee member of State Education Real Estate continuing education, mandatory education or renewal education Advisory Committee or Task Force. 35 Points
- _____ 21. Committee member of Legislative Action Committee 25 Points
- _____ 22. Officer of a local Leasing or Management Division Council or Committee of the Board of REALTORS®. 20 Points
- _____ 23. Officer of another property management association such as President, Vice President, Secretary or Treasurer of a local chapter of the Institute of Real Estate Management or Apartment Association. 20 Points
- _____ 24. Committee Chair of another property management association such as the Institute of Real Estate Management or Apartment Association. 15 Points
- _____ 25. Committee Chair of a local Leasing or Management Division, Council, or Committee of the Board of REALTORS®. 15 Points
- _____ 26. CPM® Courses taken through the Institute of Real Estate Management (Points are for each completed course – please attach certificates.) 15 Points
- _____ 27. Publication of property management articles in other property management publications. 10 Points
- _____ 28. Committee member of another property management association such as the Institute of Real Estate Management or Apartment Association. 10 Points
- _____ 29. Committee member of a local Leasing or Management Division, Council, or Committee of the Board of REALTORS®. 10 Points

_____ **INDUSTRY AT LARGE ELECTIVES SUB-TOTAL POINTS**

_____ **TOTAL ELECTIVE POINTS (Must total at least 200 points)**

Please submit all materials and a separate professional personal photo (up to 5x7 size) to:

NARPM

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

F: 866-466-2776

www.narpm.org