



National Association of Residential Property Managers

**MPM® DESIGNATION
SELF-MANAGED CANDIDACY CHECKLIST**
Original checklist to be mailed with your candidacy packet
For Application after January 1, 1999 (Revised December 2011)

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® National. 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 60 days prior to presentation of the designation (Annual Convention).

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 Designation 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. National 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 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®® Designation Courses.**
Please include copies of certificates
 Course: _____ Location: _____ Date: __/__/__
 Course: _____ Location: _____ Date: __/__/__
 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.
Please list MPM® names here.
 1. _____
 2. _____
- _____ **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.
Please list Client names here.
 1. _____

2. _____

3. _____

_____ **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.

1. Conference Location _____ Date _____

2. Conference Location _____ Date _____

_____ **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.

_____ 1. Member of the National NARPM® Board of Directors. 50 Points
Board Member _____ Date _____

Board Member _____ Date _____

_____ 2. Serve as a principal individual responsible for a Chapter or Chapter in Formation 30 Points
Or Serve as an officer for your local or state NARPM® Chapter.
(i.e. President, Vice-President, Secretary or Treasurer)

Officer _____ Date _____

Officer _____ Date _____

_____ 3. Serve as a State or Regional Conference Chair. 25 Points

Chair: _____ Conference _____ Date: _____

Chair _____ Conference _____ Date: _____

- _____ 4. Serve as a National NARPM Committee Chair.. 25 Points
- Committee Chair: _____ Dates: __/__/__ to __/__/__
- Committee Chair: _____ Dates: __/__/__ to __/__/__
-
- _____ 5. Serve as a State or Regional Conference Sub-Committee Chair. 15 Points
- Sub-Committee Chair: _____ Dates: __/__/__ to __/__/__
- Sub-Committee Chair: _____ Dates: __/__/__ to __/__/__
-
- _____ 6. NARPM® National Convention Instructor or Facilitator. 15 Points
- Workshop: _____ Location: _____ Date: _____
- Workshop: _____ Location: _____ Date: _____
-
- _____ 7. Serve as a committee chair for your local or state NARPM Chapter.
(i.e. Membership Chair, Publications/Program Chair, Education Chair, etc.) 15 Points
- Committee Chair: _____ Dates: __/__/__ to __/__/__
- Committee Chair: _____ Dates: __/__/__ to __/__/__
-
- _____ 8. Serve as a NARPM® National Committee Vice-Chair or Sub-Committee Chair. 15 points
- Committee: _____ Dates: __/__/__ to __/__/__
- Committee _____ Dates: __/__/__ to __/__/__
-
- _____ 9. Completion of additional MPM® Designation courses in excess of the required 15 Points
24 hours in paragraph "F" above. (Points are for each additional 12 hour class.)
- Course: _____ Hours _____
- Course _____ Hours _____
-
- _____ 10. Serve as RMP®/MPM® course coordinator. (Points are for each class presented.) 15 Points
- Course: _____ Date _____
- Course: _____ Date _____
-
- _____ 11. Active Member of a National Committee. Must be confirmed by letter from 10 Points
Committee Chair regarding activity and attendance at Meetings. (Each year –
maximum three years)

Committee: _____ Dates: __/__/__ to __/__/__

Committee _____ Dates: __/__/__ to __/__/__

- _____ 12. Original article published in the *Residential Resource* newsletter. Points are for each published article. (Article must be approximately 400 words and educational benefit to the membership. Effective January 1 2010 for all new candidates articles must be approximately 700 words and be of educational benefit to the membership Must enclose copies and dates run.) 10 Points

Article: _____ Date _____

Article: _____ Date _____

- _____ 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

Convention Location: _____ Date _____

Convention Location: _____ Date _____

- _____ 14. Attendance at NARPM® National Leader Business Development Training Held at convention (Points are for each year – maximum of three years.) 10 Points

Leadership Training: _____ Date _____

Leadership Training: _____ Date _____

Leadership Training: _____ Date _____

- _____ 15. Attendance at NARPM® State/Regional Leadership Development Training (Points are for each year – maximum of three years.) 5 Points

Leadership Training: _____ Date _____

Leadership Training: _____ Date _____

Leadership Training: _____ Date _____

- _____ 16. Attendance at State or Regional Conferences. (Points are for each year – maximum of two years.) 5 Points

Conference Location: _____ Date _____

Conference Location: _____ Date _____

- _____ 17. Special project for NARPM®, assigned by the Board of Directors or a National Committee Chair, and approved by the Professional Development 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.

- _____ 18. Committee member of a Governor's or Legislator's Task Force . 40 Points

Committee _____ Dates: __/__/__ to __/__/__

- _____ 19. Chairperson of Legislative Action/ Governmental Affairs Committee. 40 Points

Committee _____ Dates: __/__/__ to __/__/__

- _____ 20. Committee member of Department of Real Estate Task Force or Advisory Committee. 35 Points

Committee _____ Dates: __/__/__ to __/__/__

- _____ 21. Committee member of State Education Real Estate continuing education, mandatory education or renewal education Advisory Committee or Task Force. 35 Points

Committee _____ Dates: __/__/__ to __/__/__

- _____ 22. Committee member of Legislative Action/Governmental Affairs Committee. 25 Points

Committee _____ Dates: __/__/__ to __/__/__

- _____ 23. Officer of a local Leasing or Management Division Council or Committee of the Board of REALTORS®. 20 Points

Officer: _____ Dates: __/__/__ to __/__/__

- _____ 24. 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

Officer: _____ Dates: __/__/__ to __/__/__

- _____ 25. Committee Chair of another property management association such as the Institute of Real Estate Management or Apartment Association. 15 Points
- Committee _____ Dates: __/__/__ to __/__/__
- _____ 26. Committee Chair of a local Leasing or Management Division, Council, or Committee of the Board of REALTORS®. 15 Points
- Committee _____ Dates: __/__/__ to __/__/__
- _____ 27. CPM® Courses taken through the Institute of Real Estate Management. (Points are for each completed course – please attach certificates.) 15 Points
- Course: _____
- Course: _____
- Course: _____
- _____ 28. Minimum of 20 hours in property management education within 36 month period from date of application. (Does not include the NARPM® Designation classes already required. Cannot be attendance at workshops given by NARPM® at Convention, State or Regional Conferences. Attach Certificates and summary of class information for verification.) Must be courses offered toward other property management designations, or any state approved continuing education, or college or community college courses for property management. 15 Points
- Course: _____ Location: _____ Date: __/__/__ Hours _____
- Course: _____ Location: _____ Date: __/__/__ Hours _____
- _____ 29. Publication of property management articles in other property management publications. 10 Points
- Article:: _____ Publication _____ Date _____
- _____ 30. Committee member of another property management association such as the Institute of Real Estate Management or Apartment Association. 10 Points
- Committee _____ Dates: __/__/__ to __/__/__
- _____ 31. Committee member of a local Leasing or Management Division, Council, or Committee of the Board of REALTORS®. 10 Points
- Committee _____ Dates: __/__/__ to __/__/__

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

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

_____ **Mentor has reviewed this packet for accuracy. Packets not signed off on by mentor will be returned for signature _____.**

MENTOR SIGNATURE

Your assigned Designation Mentor is: _____

By sheer definition, a mentor is a teacher and a source of inspiration. Your Designation Mentor will guide you, give you encouragement to keep going, and provide you with solutions when you don't know where to turn

By checking yes or no below, you will help NARPM improve our Designation Mentoring Program.

- Yes NO **I have contacted my mentor with questions**
 Yes NO **I have forwarded my completed designation packet to my mentor for review prior to submitting it to National**
 Yes NO **My mentor has reminded me of important upcoming dates and/or deadlines**
 Yes NO **I have not contacted my mentor – I did not need help**
 Yes NO **My mentor has contacted me and has been helpful**
 Yes NO **My mentor has not contacted me or has done a poor job**
 Yes NO **Once I receive my designation I would like to become a mentor – please contact me**

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

NARPM®
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F: 866-466-2776
www.narpm.org