



## National Association of Residential Property Managers

### RMP® DESIGNATION Sample SELF-MANAGED CANDIDACY CHECKLIST

For Application after January 1, 1999 (Revised December 2008)

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.

**The Application for Candidacy must be received at least sixty (60) days prior to presentation of the designation (annual convention.)**

**Certification packet must be received by NARPM® at least 30 days prior to 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 for easy review by the Certification Committee Auditor. 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. 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” package.
  
- \_\_\_\_\_ **D. Letters of recommendation from two (2) RMP®s or MPM®s.**  
Letters may only be solicited from RMP®s / MPM®s not affiliated with the Applicant’s own company or firm. Please send the enclosed forms to the RMP®/MPM®. Enclose the letters, still sealed in their envelopes, in the “original” package.
  
- \_\_\_\_\_ **E. Verification of 100 unit years of experience acquired over a minimum of two consecutive years.**  
One unit year equals management of one residential unit for one year. Must be currently managing a minimum of 25 residential units during candidacy period and at time of achieving designation. Verification may be provided by: 1) property lists for last two years, or 2) letter from employing Broker, or 3) letter from your independent accountant (not staff bookkeeper).
  
- \_\_\_\_\_ **F. Verification of two (2) years as a licensed real estate agent** (if you are from a state that requires licensing). Verification may be provided by: 1) copy of license(s) for two years, 2) letter from employing Broker, or 3) letter from state licensing board.
  
- \_\_\_\_\_ **G. Completion of 18 hours of NARPM® Designation Courses.**  
Please include copies of your certificates.  
 Course: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
 Course: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
 Course: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_/\_\_/\_\_
  
- \_\_\_\_\_ **H. Attendance at a National Convention or two NARPM® sanctioned state or Regional conferences**  
Enclose proof of attendance. Verification can be provided by 1) Copy of your registration confirmation or 2) copy of your name badge or 3) Confirmation letter from a Local or National NARPM® leader.
  
- \_\_\_\_\_ **I. Attendance at the NARPM® Ethics Course.** (Attach Certificate)
  
- \_\_\_\_\_ **J. Electives – Must total at least 50 points.** An itemized statement of points earned via the point system must be a part of your narrative summary and must accompany the Self-Managed Candidacy Checklist. Please note: Other comparable service projects, education, etc., may qualify for points. Points for education must have a certificate and

a brief summary of what the class consisted of and continuing education credit information if applicable. If you aren't sure, consult your Mentor.

### RMP® ELECTIVES

**(All service must have independent written verification.**

**Points are given for each full year, term or session of service completed.)**

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|-------|--|-----------|
| _____ | 1. Serve as one of the principal individuals 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 |
| _____ | 2. Serve as a National Committee Chair for NARPM®  | 25 Points |
| _____ | 3. Minimum of 30 hours in property management education within previous 36 month period. (Does not include the NARPM® Designation classes already required. Cannot be attendance at workshops given by NARPM® at Convention, Midyear/Leadership Conference, 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. | 25 Points |
| _____ | 4. Serve as Conference Chair for your State/Regional NARPM® Conference   | 25 Points |
| _____ | 5. Serve as a committee chair (i.e. Membership Chair, Publications/Program Chair, Education Chair, etc.) for your local or state NARPM® Chapter  | 15 Points |
| _____ | 6. Serve as a Committee Chair for you State/ Regional Chapter  | 15 Points |
| _____ | 7. Significant contribution through non-NARPM® property management forum, confirmed in writing by committee chair or supervising party.  | 15 Points |
| _____ | 8. Original article published in the <i>Residential Resource</i> newsletter – Point are for each published article.  | 10 Points |

(Articles must be approximately 400 words and be of educational benefit to the membership. Must enclose copies and dates run.)

- \_\_\_\_\_ 9. Attendance at more than one National Convention. 10 Points  
(Each year – maximum of two years. Does not include the NARPM® National Convention required in paragraph “H” above.)
- \_\_\_\_\_ 10. Attending the NARPM® Midyear/Leadership Conferences. 10 Points  
(Each year – maximum of three years.)
- \_\_\_\_\_ 11. Attending NARPM® State/Regional Leadership Development Training 5 Points  
(Each year – maximum of three years.)
- \_\_\_\_\_ 12. Serve as an active National Committee member, confirmed in writing by a National Committee Chair. (Each year – maximum of three years.) 10 Points
- \_\_\_\_\_ 13. Serve as a local, state/ or regional Chapter committee member 5 Points
- \_\_\_\_\_ 14. Attendance at State or Regional Conferences. 5 Points  
(Points are for each year – maximum of two years does not count If used as mandatory requirement as state in Paragraph H above.)
- \_\_\_\_\_ 15. Service project for NARPM® , assigned by the Board of Directors or a National Committee Chair 1 – 30 Points  
(1 point for every 2 hours of service provided – maximum of 30 points).

\_\_\_\_\_ **TOTAL ELECTIVE POINTS**

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

**NARPM®**  
638 Independence Pkwy. #100  
Chesapeake, VA 23320  
P: 800-782-3452  
F: 866-466-2776  
[www.narpm.org](http://www.narpm.org)