



RPA Experience Requirement

To earn the **Real Property Administrator (RPA) designation**, candidates are required to demonstrate three years of verifiable property management experience. This policy ensures that people awarded the RPA are high-caliber, well-trained professionals—experienced in real property management. It's called the **RPA Experience Requirement**, and it's one of the many reasons that the RPA carries so much respect in the industry.

To fulfill the **RPA Experience Requirement**, the following conditions must be met:

- The experience must be related to a minimum property portfolio of 40,000 square feet.
- The experience must demonstrate that you have met at least 18 of the 25 criteria listed on the enclosed **RPA Experience Criteria Verification Form**. Criteria may be obtained through more than one employer as long as 18 different criteria are met.
- The experience must be verified by each employer listed on the application.

*Follow these instructions to apply for credit toward the **RPA Experience Requirement**:*

U.S. Applicants

Type or print your employment history on the attached **Employment Information Form**.

Forward a copy of your completed Employment Information Form and a copy of the Experience Criteria Verification Form to each employer, supervisor, or personnel manager from whom you are requesting RPA experience credit verification.

Each employer/verifier should review the **Criteria Verification Form** and check all applicable criteria. Once completed, the employer/verifier signature should be notarized on page three and the completed packet returned to the applicant. Applicant, do not have your signature notarized.

Applicants should ensure that they have received ALL completed Criteria Verification forms from each applicable employer/verifier prior to submitting their complete application to BOMI International for processing. Partial applications cannot be processed. Applications received without all related completed Criteria Verification Forms will be returned to the applicant.

Entire completed and notarized applications should be forwarded, with a copy of the applicants resume, to BOMI International, Attn. RPA Experience Committee, One Park Place, Suite 475, Annapolis, MD 21401. Facsimiles cannot be accepted.

Canadian Applicants

YOU MUST INCLUDE YOUR RESUME FOR YOUR APPLICATION TO BE PROCESSED.

Please follow the same steps identified above, however, your completed **Criteria Verification Forms** do not have to be notarized. Please have each employer/verifier include their e-mail address for verification purposes. (In the event that an e-mail address is not available, please ensure that the employer/verifier includes their daytime telephone number.)

Please note: Incomplete or partial applications will not be processed.

7/2007

RPA Experience Requirement - Employment Information

BOMI International ID#: _____ Application Date: _____

Name: _____ E-Mail: _____

Preferred Mailing Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Home Phone: _____

Employment History

List the names and addresses of all places of employment that you are submitting for RPA experience credit. Please list your current employer first and then any additional employers who are providing verification toward the full 3-years of employment and/or the 18 experience criteria. (PLEASE NOTE: When combining experience at multiple companies to meet the full 3-years of employment and/or 18 experience criteria, a separate signed and notarized RPA Criteria Verification form must be submitted from each company.)

1. Current Employer: _____

Name of Verifier: _____ Title: _____

Company Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Position(s) at Company: _____

Dates Employed: _____ **Number of Years at Company:** _____

2. Company Name: _____

Name of Verifier: _____ Title: _____

Company Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Position(s) at Company: _____

Dates Employed: _____ **Number of Years at Company:** _____

3. Company Name: _____

Name of Verifier: _____ Title: _____

Company Address: _____

City, State/Province: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

Position(s) at Company: _____

Dates Employed: _____ **Number of Years at Company:** _____

Total Number of Years of Experience
(Must Equal Three or More): _____

RPA Experience Criteria Verification Form

Duplicate this form for each employer providing verification.

EMPLOYER/VERIFIER: RPA candidates must demonstrate that they have met 18 of the 25 experience criteria listed below. Please check all applicable criteria for the individual listed on the application. For verification purposes, your signature should be notarized on the back of the form and returned to the applicant. (Canadian employers/verifiers do not have to have their signatures notarized, however, please provide your e-mail address for verification purposes.) *BOMI International reserves the right to verify all information provided on this form.*

Employer/verifier—check all boxes that apply

1. Write bid specifications for building services such as janitorial, engineering, or security, etc.
2. Investigate and respond to inquiries from the public concerning the property and/or prepare reports required for compliance with current or planned laws and public policies
3. Supervise the control and implementation of a preventive maintenance system, life safety/environmental management system, and energy management program
4. Perform routine inspections of the property to ensure proper operation of building systems, weather tightness of the building envelope, proper maintenance, and code compliance
5. Authorize or recommend authorization levels of insurance coverage for properties
6. Investigate accidents, vandalism, or property damage, recommending action and/or submitting claims for payment to an insurance carrier
7. Handle or coordinate outside and/or in-house counsel on legal issues
8. Be responsible for the day-to-day operations of property, including control or supervision of building staff, job assignment, contract administration, and inspection
9. Administer service contracts for property
10. Analyze or prepare pro forma operating statements (including financial) and, when appropriate, recommend changes or take action
11. Prepare and/or analyze and/or approve annual operating budget(s) and/or expense budget(s) including preparation
12. Perform cash flow analysis or present value analysis on the leases within a property
13. Prepare and/or implement a risk management program based on property
14. Prepare capital expense program and complete cycle costing analysis or feasibility studies of these improvements as appropriate
15. Analyze actual vs. planned expense variances and establish a program to control unfavorable expense variances
16. Analyze the cost of major equipment against the income statement and recommend possible alternatives to purchase
17. Develop the property plan that addresses tenant mix, tenant placement in the building, match of floor plate to tenant type, and lease terms and expirations
18. Develop a tenant relations plan that coordinates who in the property organization contacts tenants about which issues; frequency of contacts; needs and preferences of each tenant; and provisions for tenant retention
19. Handle or coordinate outside and/or in-house consulting services of architects, engineers, and other professionals on technical issues
20. Contract and/or manage tenant improvement, moves, and reconfiguration projects
21. Be responsible for a sales, marketing, promotion, or leasing program for a property, including local market analysis
22. Prepare and administer an IAQ plan for the property, including delineation of legal responsibilities of tenants and landlord for maintaining good indoor air quality, tips on tenants' role in maintaining good IAQ, and procedures for handling IAQ complaints
23. Prepare and administer a hazardous material plan, including delineation of legal responsibilities of tenants and landlord for handling of hazardous materials
24. Sign and/or negotiate leases for signature within the project
25. Administer leases within a building portfolio to ensure compliance with all terms and conditions of lease

Company Name: _____
(please print)

RPA Candidate's Name/Title: _____
(please print)

RPA Candidate's Signature: _____ Date: _____

Verifier's Name/Title: _____
(please print)

Verifier's Statement: *I, (name) _____ hereby verify that (number) _____ of 25 boxes are checked on this form, accurately reflecting the named RPA Candidate's responsibilities at the company I represent here.*

Do you recommend this person for an RPA designation? Yes No

Verifier's Signature: _____ Date: _____

Verifier's Phone Number (for authentication): _____ E-mail Address: _____

Be sure the verifier's signature is notarized on the next page before returning it to BOMI International (U.S. Applicants only).



Comments by applicant _____ special comments, extraordinary circumstances:

This section applies to Canadian applicants only

Please be sure that the verifier of your application has included their daytime phone number and e-mail address for authentication.

This section applies to U.S. applicants only

Completed and notarized applications should be forwarded, with a copy of the applicants resume, to BOMI International, attn. RPA Experience Committee, One Park Place, Suite 475, Annapolis, MD 21401. Facsimiles cannot be accepted. *BOMI International reserves the right to verify all information provided on this form.*

Notary: Verifier's signature must be notarized

Please contact BOMI International at 1-800-235 BOMI (2664) if you are a resident of the U.S. and do not have access to a Notary Public.

State of _____ County of _____

On (date) _____ before me, (*name of notary*) _____, personally appeared (*name of verifier*) _____, known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledgement to me that he/she/ they executed the same in his/her/their authorized capacity(es), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal.

Signature: _____

My Commission Expires: _____

Please be sure that the signature you notarize is that of the verifier, not the applicant.

