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Department of Professional and Occupational Regulation

COMMON INTEREST COMMUNITY BOARD

Common Interest Community Manager Information Sheet

ALL APPLICATIONS, FORMS, AND REGULATIONS OF THE COMMON INTEREST COMMUNITY BOARD ARE AVAILABLE ON THE WEB AT www.dpor.virginia.gov/Boards/CIC-Board/

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, verifications, and fees. All forms must be legible. A firm will be notified within 30 days of the Board's receipt of an initial application if the application is incomplete. Incomplete applications will only be kept in the Board office for 12 months from the date of receipt by the Board. Firms that fail to complete the process within 12 months of receipt of the application in the Board's office must submit a new application and fee, along with all required documentation. *(18 VAC 48-50-20)*

BOARD REGULATIONS AND STATUTES
Applicants for licensure are required to read and understand the *Common Interest Community Manager Regulations* and Chapter 23.3 of Title 54.1 of the *Code of Virginia* prior to applying for licensure.

FEES
Each application must be accompanied by the application fee of $200 and the $25 recovery fund fee required pursuant to § 54.1-2354.5(B) of the *Code of Virginia.*

QUESTION 1
All business entities that are required to register (including out-of-state businesses) and wish to conduct business in Virginia must register with the Virginia State Corporation Commission (including any trade/fictitious names) prior to applying for licensure with the Common Interest Community Board. The State Corporation Commission may be reached by dialing (800) 552-7945. Current registration with the State Corporation Commission will be verified by staff during the application review process; therefore, it is imperative that the company has a current registration under the name provided, if applicable. Provide the name of the firm as it is listed with the State Corporation Commission. To aid in the Board's review of the application, the applicant may include a copy of the certificate issued by the State Corporation Commission. Individuals will apply as a sole proprietor. *(18 VAC 48-50-30.B)*

QUESTION 2
Firms, including sole proprietors, which trade under an assumed or fictitious name must attach a copy of the Certificate of Assumed or Fictitious Name filed with the State Corporation Commission, or other proof of trade/fictitious name registration with the State Corporation Commission. Firms must register any trade or fictitious names with the State Corporation Commission.

QUESTIONS 3 AND 4
Please provide the applicant's street and mailing address. A post office box cannot be listed for the street address but is acceptable for the mailing address. Please note this may not be the address used for correspondence (see Question 11). *(18 VAC 48-50-30.D)*

QUESTIONS 5
Provide the e-mail address, if applicable, for the applicant.

QUESTION 6
The Federal Employer Identification Number or, in the case of a sole proprietor, the Social Security Number or control number issued by the Virginia Department of Motor Vehicles must be provided on the application. State law requires that every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession, or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles. *(§ 54.1-116.A)*

QUESTION 7
Provide the website address, if applicable.

QUESTION 8
No further explanation necessary.

QUESTION 9
In accordance with 18 VAC 48-50-30.C of the Board's regulations, the applicant must provide the address of the office from which the firm provides management services to Virginia common interest communities. This may or may not be the same address(es) provided in Questions 3 and 4. Only the address(es) of the main office that provide(s) management services to Virginia common interest communities must be provided. *(18 VAC 48-50-30.D)*

QUESTION 10
Please check the one type of business entity that applies to the applicant.

QUESTION 11
Each applicant is required to name a responsible person who is an employee, officer, manager, owner, or principal of the firm and serves as the individual ensuring compliance with Chapter 23.3 of Title 54.1 of the *Code of Virginia* and will be the point of contact for all communications and notices from the Board or Department. This address may or may not be the same as those listed in Questions 3, 4, and 9. If the responsible person for the firm changes once the license is issued, the firm must submit a CHANGE OF PERSONNEL FORM. It is imperative that the person and address listed here are current as all correspondence, including licenses, will be sent to that person. *(18 VAC 48-50-10; 18 VAC 48-50-30.M)*

QUESTION 12
The names, positions (i.e., Sole Proprietor, President, Secretary, Partner, etc.), and mailing address must be provided for all principals of the firm. If the firm is registered with the State Corporation Commission, the individual(s) listed on the application should match those filed with the State Corporation Commission.

QUESTION 13
Select one of the three methods by which the applicant (firm) can qualify for licensure. Each method is followed by additional instructions. In addition, if the second option (ii) is selected, the applicant must proceed to Question 14 to supply information regarding the firm's supervisory employee, officer, manager, owner, or principal (qualifying individual). The first and third options (i and iii) direct the applicant to skip Question 14 and proceed to Question 15, as a supervisory employee, officer, manager, owner, or principal of the firm is not required to meet training/experience requirements in order for the firm to qualify for licensure. If the third option (iii) is selected, the applicant must obtain and submit an original certification or letter of good standing from another state, territory, or jurisdiction in which the applicant is currently licensed, certified, or registered. In addition, the requirements for issuance of such license, certification, or registration must be substantially equivalent to the Board's requirements for a common interest community manager license. The certification/letter of good standing must include the type of license, certificate, or registration held; current status of license; any disciplinary actions; how and when license, certificate, or registration was issued; and original signature and seal from the state/jurisdiction. *(18 VAC 48-50-30.J; 18 VAC 48-50-30.K; 18 VAC 48-50-37.A)*

QUESTION 14
For applicants that do not hold an Accredited Association Management Company designation or are not applying via reciprocity, a supervisory employee, officer, manager, owner, or principal of the firm must be named. This qualifying individual for the firm must meet training and experience requirements as provided in 18 VAC 48-50-30.K of the Board's *Common Interest Community Manager Regulations*. Each option also includes specific instructions for documentation that must be supplied with the application. Please note that the fourth option (iv) requires the completion of a COMPREHENSIVE TRAINING PROGRAM EQUIVALENCY FORM in addition to the EXPERIENCE VERIFICATION FORM. Because of the

detailed review required to determine whether the coursework submitted is equivalent to the completion of a Board- approved comprehensive training program, it may take several weeks for your application to be reviewed.

Please complete the EXPERIENCE VERIFICATION FORM, in accordance with the instructions provided on the form. The experience must be verified by an individual who is knowledgeable of your work during the time period being verified. *(18 VAC 48-50-30.K)*

QUESTION 15

Employees of the common interest community manager who have principal responsibility for management services provided to a common interest community or who have supervisory responsibility for employees who participate directly in the provision of management services to a common interest community shall, within two years after employment with the common interest community manager, hold a certificate as a certified principal or supervisory employee issued by the Board or shall be under the direct supervision of a principal or supervisory employee certified by the Board. In part B, provide the name and certificate number of all employees that have a current certificate in accordance with the Board's regulations. In addition, the common interest community manager must notify the Board within 30 days of the discharge or termination of active status of an employee holding a certificate as a certified principal or supervisory employee. *(18 VAC 48-50-15.B, 18 VAC 48-50-150.B, and § 54.1-2346(C) of the Code of Virginia)* In Part C, if all employees are within two years of employment with the common interest community manager, provide the employee name(s) and start date(s).

QUESTION 16

Section 54.1-2346(D) of the *Code of Virginia* requires that the applicant hold a blanket fidelity bond or employee dishonesty insurance policy. In accordance with § 54.1-2346(D) of the *Code of Virginia*, the common interest community manager must be covered against losses resulting from theft or dishonesty committed by the officers, directors, and persons employed by the common interest community manager. Such bond or insurance policy shall include coverage for losses of clients of the common interest community manager resulting from theft or dishonesty committed by the officers, directors, and persons employed by the common interest community manager. Such bond or insurance policy shall be in the business name. The bond or insurance policy shall provide coverage in an amount equal to the lesser of $2 million or the highest aggregate amount of the operating and reserve balances of all associations under the control of the common interest community manager during the prior fiscal year. The minimum coverage amount shall be $10,000. The Board strongly recommends that the applicant requests the insurance carrier include a provision to notify the Board of cancellation or nonrenewal. Having that provision does not release the applicant from the responsibility of notifying the Board of cancellation, amendment, expiration, or any other change in the bond or insurance policy in accordance with 18 VAC 48-50-150.D. *(18 VAC 48-50-33; § 54.1-2346(D))*

QUESTION 17

No further explanation necessary.

QUESTIONS 18, 19, AND 20

This information must be provided for the applicant, responsible person, and all principals of the firm. An explanation and supporting documentation must be provided for all affirmative answers. *(18 VAC 48-50-30.E, H, and I)*

QUESTIONS 22 AND 23

The individual signing the application must be authorized to bind the applicant. The individual should thoroughly read, understand, and verify the accuracy of the attestations in Questions 22 and 23 prior to signing the application.

REQUIRED DOCUMENTATION

- Copy of blanket fidelity bond form or employee dishonesty insurance policy coverage form that shows, at a minimum, the provider of the bond/insurance policy, the amount of the coverage, the expiration date of the bond/insurance policy, and a summary of what is covered.
- Copy of Certificate of Assumed or Fictitious Name filed with the State Corporation Commission, or other proof of trade/fictitious name registration with the State Corporation Commission, if applicable.
- Copy of documentation that the responsible person and qualifying individual, as applicable, have successfully completed a Virginia common interest community laws and regulations training module as described in 18 VAC 48-50-252.

- Copy of documentation showing that the supervisory employee, officer, manager, owner, or principal of the firm (qualifying individual) has successfully completed a training program approved by the Board, if applicable.
- Copy of documentation showing evidence of active and current PCAM designation for qualifying individuals, if applicable.
- Original certification/letter of good standing from another state, territory, or jurisdiction in which the applicant is currently licensed, certified, or registered.
- Completed Experience Verification Form(s) documenting the qualifying individual's management services experience, if applicable.
- Completed Comprehensive Training Program Equivalency Form, if applicable, and all supplemental documentation for all coursework that is to be considered by the Board.
- Copy of documentation for affirmative responses to questions 18, 19, 20, and 21 on this application.