



## RPA<sup>®</sup> Experience Requirement

To earn the **Real Property Administrator (RPA<sup>®</sup>) 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<sup>®</sup> Experience Requirement**, and it's one of the many reasons that the RPA<sup>®</sup> carries so much respect in the industry.

To fulfill the **RPA<sup>®</sup> 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 33 criteria listed on the enclosed **RPA<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup> 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.

01/2010

# 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 33 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 page 4 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. For building services such as janitorial, engineering, security, etc., execute or oversee: the writing of bid specifications and/or the analysis of bid submissions and make recommendations. ....
2. Implement a preventive maintenance program for building systems. ....
3. Supervise the ongoing execution of a preventive maintenance program for building systems. ....
4. Perform routine inspections of the property to ensure proper operation of building systems, compliance with code requirements, and to identify deficiencies and recommend: actions required to further define the scope of the problem/s or a solution to correct the deficiency/s. ....
5. Participate in the research, recommendation, and/or the authorization of appropriate levels of insurance coverage for property/s. ....
6. Investigate accidents, vandalism, or property damage, recommending action and/or submitting claims for payment to an insurance carrier. ....
7. Prepare information for and/or assist outside and/or in-house counsel on legal issues. ....
8. Assist with or be responsible for the day-to-day operations of property, including control or supervision of building staff, job assignment, contract administration, and inspection. ....
9. Prepare and/or administer service contracts for the property/s; for example: window cleaning, chiller maintenance, etc. ....
10. Analyze or prepare monthly/quarterly property operating statements, which may include: executive summaries, variance reports, delinquency reports and other reports, summaries, etc. ....
11. Prepare or assist with the development of annually operating and/or expense budget/s and/or approve annual operating and/or expense budget/s. ....
12. Perform and/or assist with cash flow analysis and/or present value analysis on the leases within a property. ....
13. Prepare or assist with the preparation of and/or implement a risk management program. ....
14. Research and prepare or assist in the research and preparation of a capital expense program along with financial analysis such as life cycle costing. ....
15. Prepare monthly variance report/s for inclusion in the monthly owners report and analyze actual vs. planned expense variances and assist with or establish a program to control unfavorable expense variances. ....
16. Compare the cost of major purchases to the budget and recommend appropriate actions, including possible alternatives to purchase. ....
17. Assist the Leasing and/or Asset Manager in developing 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 and/or administer a comprehensive tenant relations program that addresses who contacts tenants about certain issues, frequency of contacts, and includes plans for tenant retention activities. ....
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 remodeling projects. ....
21. Be responsible for or assist with a sales, marketing, promotion, or leasing program for a property, including local market analysis. ....
22. Prepare or assist with the preparation of and/or administer an IAQ plan for the property, including assisting the tenant/s by providing information on how to maintain good IAQ within the leased space. ....

23. Prepare and/or assist in the preparation of and/or the administration of a hazardous material plan, ensuring that inventories are kept current and shared with the appropriate authorities and that tenants, staff, contractors, etc. adhere to the practices and procedures spelled out in the plan. ....
24. Negotiate or assist with the negotiations of leases for the building/s. ....
25. Administer leases to ensure compliance with all terms and conditions of the lease. ....
26. Have a LEED® AP designation from the Canadian or US Green Building Council. ....
27. Prepare an environmental stewardship program for a building/s, which includes a tenant environmental awareness program, tenant energy awareness program, recycling and waste management plan, water conservation program, or work with an environmental professional to obtain an environmental certification of an existing building(s) such as LEED® (EB), Green Globes™, BOMA BEST (Canada only), or other recognized and industry accepted rating systems. ....
28. Conduct or work with an energy manager to conduct energy audits and develop an energy reduction program. ....
29. Implement an energy reduction program, which must include equipment replacement and/or retrofits, implementation of an energy tracking system, and tenant energy awareness program. ....
30. Where regulations/deregulation permits: analyze properties utilities utilization, determine energy purchase options and recommend the purchase of energy types such as: natural gas, propane, heating oil, electricity, chilled water, hot water, steam, etc. ....
31. Work with the project/design team in the certification of a new building under an industry recognized third party program such as LEED® NC, Green Globes™ at the Stage II level, or other industry recognized program that includes all aspects of design, construction, and commissioning. ....
32. Develop and/or provide building-specific training/awareness to tenants and/or tenant coordinators related to emergency response to: fire, bomb threats, natural disasters, environmental hazards, bioterrorism, pandemic preparedness, etc. ....
33. Coordinate the installation and/or implementation and/or management of building voice and data communication system/s, including but not limited to rooftop usage, shared services, service room security, etc. ....

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 the length of employment reflected on page 1 is accurate and that (number) \_\_\_\_\_ of 33 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:**

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**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.

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**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.**