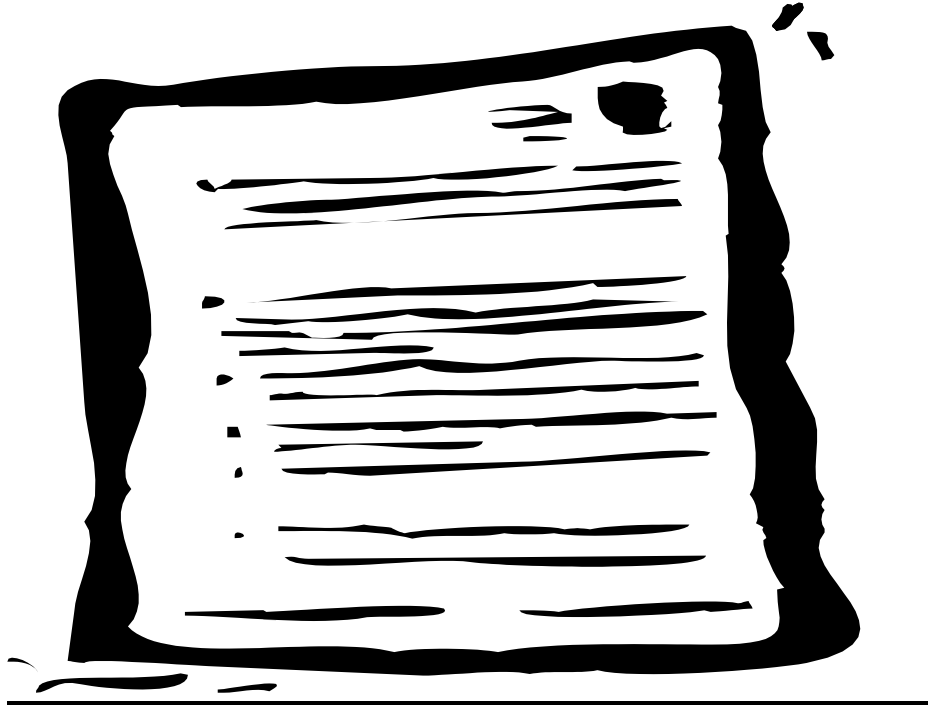


CERTIFIED AFFORDABLE HOUSING REALTOR®



Mission Statement

The Columbus Board of REALTORS® Affordable Housing Committee has created a Certified Affordable Housing REALTORS® (CAHR) certification program to recognize those REALTORS® who have committed their time and obtained experience in working the affordable housing market.

Through this recognition program, the general public will be served by being able to more easily identify REALTORS® who have acquired the ability to handle real estate transactions in the affordable (priced \$125,000 and below) housing market.

The CAHR is not affiliated with or endorsed by the National Association of REALTORS®. It is a certification offered by the Columbus Board of REALTORS® to recognize the efforts of local REALTORS®.

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Certified Affordable Housing Realtor® Procedures

1. The CBR shall designate one of its staff associates to serve as coordinator for the Certified Affordable Housing REALTOR® program. This program coordinator will be responsible for publicizing the program to the REALTORS® members and inviting them to seek to qualify and apply for the certification.
2. The program coordinator will maintain a current list of REALTORS® who have been certified in the past and are still members of the CBR. This will be the effective list of Certified Affordable Housing REALTORS® (CAHRs). The program coordinator will update and publish this list at least once a year for distribution to the Affordable Housing Committee and to community organizations such as the Columbus Urban League, Columbus Metropolitan Housing Authority, Columbus Housing Partnership, et cetera. The program coordinator will not operate a referral service or identify CAHRs for the general public. It is the responsibility of each CAHR to promote themselves and their status as a CAHR.
3. A REALTOR® who wants to receive the certification can download the application from the CBR website or can call 614-475-4000 to request that an application be sent to them.
4. The REALTOR® who wants to apply for the certification will send their completed application to the CAHR coordinator. The coordinator will bring the application to the next Affordable Housing Committee meeting. Three members of the Affordable Housing Committee must review and approve applications and shall have the ability to decide by majority rule if any previously unlisted activity will qualify under the Community Involvement or Education categories, or if any other unspecified activity qualifies as meeting the requirements of one of the other sections.
5. The chair of the Affordable Housing Committee and/or CAHR coordinator will verify the accuracy of the application. If verification is not easily available, the verifier may request the applicant to provide documentation to support their application. For example, attendance at training sessions and/or documentation of closings could be requested of the applicant.
6. Upon satisfactory verification and majority approval by the Affordable Housing Committee, the chair of the Affordable Housing Committee will sign the certificate and send it to the CBR president, who also will sign the certificate and send it to the applicant.
7. The CAHR coordinator will review the list of approved charitable and/or volunteer organizations and will update this list at least once a year. Any other changes to the program can be made upon the approval of the Affordable Housing Committee.

CERTIFIED AFFORDABLE HOUSING REALTOR® APPLICATION
(CONTINUED)

Real Estate Activities Section (10 pts. required)		Total Points This Section:
Points	Activity	Date(s), Name, Location of Meeting(s)
	Membership on the Affordable Housing Committee over the past year, with at least 70% attendance at those meetings. (3 point maximum)	
	Membership on one or more subcommittee over the past year of the Affordable Housing Committee with at least 70% attendance at the meetings. (2 points for each subcommittee)	
	Attendance at CBR Affordable Housing Roundtable meetings over the past two years. (1 point for each meeting attended)	
	Involvement in OAR/NAR affordable housing activities over the past two years. (1 point for each meeting)	
	Donation to CORPAC of at least \$25.00 and/or active promotion of affordable housing issues within CORPAC over the past two years. (1 point maximum)	
	Other affordable housing involvement related to real estate issues or activities that may include committee and/or board involvement related directly to affordable housing, such as the Board of Trustees of CHP. (1 point for each issue or activity) Please list below date(s), location, name, and role:	
	Involvement with REALTOR® Area Association affordable housing project over the past two years. (1 point for each project) Please list below date(s), location, name and role:	

CERTIFIED AFFORDABLE HOUSING REALTOR® APPLICATION
(CONTINUED)

Education Section (10 points required)

Total Points This Section:

Attaining ten (10) CEU credits from among the following courses in the past three (3) years. AT LEAST FIVE (5) POINTS MUST COME FROM FINANCING COURSES (see *). (1 point for each CEU credit) **FINANCING IS THE KEY TO AFFORDABLE HOUSING.** PLEASE INCLUDE COPIES OF COURSE ATTENDANCE CERTIFICATE, WHICH MUST SPECIFY NAME AND DATE OF CLASS.

Points	Course / Class
	FHA/VA Financing Course* and/or any course that helps the buyer finance the property.
	Any down payment assistance Financing Course*
	Home Inspection/Environmental Issues related to Real Estate
	Buyer Agency Laws & Practices
	Fair Housing Laws & Practices
	Writing Residential Purchase Contracts
	Train the Trainer: Presenting A Housing Homebuyers Seminar
	Selling Affordable Housing
	Any ABR, CRS or GRI Courses
	Nuts and Bolts of Affordable Financing
	Other class that may apply to affordable housing:
	Other class that may apply to affordable housing:
	Other class that may apply to affordable housing:

Any Ohio Division of Real Estate accredited course pertaining to affordable housing issues can count whether it is sponsored by the CBR, OAR, NAR or other training organization. Applicant does need to have attended the courses, but does not have to have paid for the CEU credits. **(ATTENDANCE DOCUMENTATION REQUIRED FOR ALL COURSES LISTED)**

CERTIFIED AFFORDABLE HOUSING REALTOR® APPLICATION
(CONTINUED)

Community Involvement Section (10 pts. Req.)

Total Points This Section:

Participation with any charitable, not-for-profit, civic or religious organizations with affordable housing programs for which you have provided at least ten (10) total hours of time in volunteer service in the **last two (2) years**. Participation can include teaching homebuyers classes and/or involvement in a homebuyer's expo. (1 point per hour) Please list organization, location date(s) and level of involvement below:

Points	Organization	Explain Involvement

To qualify for the Certified Affordable Housing Realtor certificate®, both the agent and the broker must currently be licensed by the State of Ohio and members of the Columbus Board of REALTORS®.

Agent and broker hereby agree that all of the above information is true and accurate and that they are both currently licensed by the State of Ohio and members of the Columbus Board of Realtors as signified by their signatures below:

AGREED: _____
Agent Date

AGREED: _____
Broker Date