

# STATE OF NEW YORK

2027

2017-2018 Regular Sessions

## IN SENATE

January 11, 2017

Introduced by Sen. SQUADRON -- read twice and ordered printed, and when printed to be committed to the Committee on Judiciary

AN ACT to amend the real property law, in relation to providing certification and registration requirements for property managers of cooperatives and condominiums

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. The real property law is amended by adding a new article  
2 12-D to read as follows:

### ARTICLE 12-D

#### RESIDENTIAL REALTY MANAGEMENT

#### Section 448. Residential realty management.

6 § 448. Residential realty management. 1. As used in this article,  
7 unless the context otherwise requires:

8 (a) "Certification" shall mean a designation by the secretary of state  
9 that an individual has met the predetermined qualifications which are  
10 deemed to constitute a level of proficiency adequate to perform the  
11 day-to-day management and operation of real property used for residen-  
12 tial purposes and owned as a cooperative or condominium.

13 (b) "Property manager" shall mean any person who, in return for remun-  
14 eration or compensation of any kind, performs residential realty manage-  
15 ment for real property owned as a condominium or cooperative. Property  
16 manager shall not mean or include:

17 (1) a shareholder or owner of the cooperative or condominium acting as  
18 a property manager without remuneration or compensation of any kind; or

19 (2) any developer or sponsor of a cooperative or condominium during  
20 the period that the developer or sponsor retains control of the cooper-  
21 ative or condominium; provided that the developer or sponsor has in its  
22 employ or has retained a property manager certified under this article.

23 (c) "Residential realty management" shall mean either:

EXPLANATION--Matter in italics (underscored) is new; matter in brackets  
[-] is old law to be omitted.

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(1) the performance of principal managerial responsibilities for a cooperative or condominium; and the authority for policy or financial decision making for any one of the following services: maintenance, security, energy conservation, code compliance, labor relations, fiscal budgetary responsibilities, tenant relations, governmental relations, janitorial services or any other provided service; or

(2) the responsibility for the collection and expenditure of monies for and on behalf of such cooperative or condominium, its owners and/or managing board, under whatever name known.

2. No person shall perform residential realty management unless such person shall have filed a property manager registration statement with the secretary of state as required by this section and has been issued by the secretary of state a certificate demonstrating that such registrant has satisfied all the requirements for certification as a property manager as set forth by this article.

No cooperative or condominium board shall employ any person for the purpose of performing residential realty management unless such person has been certified by the office of the secretary of state. Nor shall the cooperative or condominium board employ any firm, partnership, corporation or other entity unless its property managers are certified by the office of the secretary of state.

3. The secretary of state shall promulgate the form of the registration statement to be known as the "property manager registration statement." The property manager registration statement form shall require, but need not be limited to, the following information:

(a) the name and address of the person filing the registration to obtain certification pursuant to this article;

(b) the name and address of the corporation, firm, association, partnership or other entity that currently employs the applicant;

(c) the name and address of all partners, officers, directors and principals of such corporation, firm, association, partnership or other entity that currently employs the applicant;

(d) a statement indicating whether the applicant has:

(1) been convicted of any crime involving fraud or dishonesty or had any civil judgments relating to work as a real property manager;

(2) ever had a real estate broker's license, and if so, whether such license was ever revoked or suspended;

(3) at any time in the past been issued a certification pursuant to this section, and if so, whether such certification was ever revoked or suspended;

(e) the length of time that the applicant has been engaged in residential realty management where applicable and a list of each building for which the registrant has performed residential realty management and the dates and addresses thereof;

(f) the name and address of the approved property manager training program that the applicant has satisfactorily completed and the date of such completion, if required; and

(g) a sworn statement by the property manager that the information set forth in the statement is current and accurate.

4. Every certification issued pursuant to this section shall be renewed as set forth by the secretary of state but in no event shall the term of such certification exceed two years. The secretary of state shall collect a fee of fifty dollars for each certification and each renewal pursuant to this section.

5. A certified property manager shall give the secretary of state written notification within forty-five days of any material change of

1 circumstances which varies from the information contained in his or her  
2 sworn property manager registration statement previously provided to the  
3 secretary of state including, but not limited to, changes in employment,  
4 retirement, resignation or termination.

5 6. The secretary of state, upon the receipt and review of a satisfac-  
6 torily completed property manager registration statement, may issue a  
7 certification to any applicant who has:

8 (a) (1) successfully completed a property manager training program  
9 approved by the secretary of state which provides the applicant with the  
10 requisite skills, knowledge and training necessary to perform residen-  
11 tial realty management as defined by paragraph (c) of subdivision one of  
12 this section, or (2) been gainfully employed as a property manager as  
13 defined in paragraph (b) of subdivision one of this section for the five  
14 years immediately preceding enactment of this section; and

15 (b) has met any other criteria established by the secretary of state  
16 in order to be eligible to receive certification as a property manager;  
17 or

18 (c) has demonstrated, in the case of a certified property manager  
19 applying for recertification, the competency and integrity to continue  
20 to perform the duties of a property manager and has not had such certif-  
21 ication revoked.

22 The secretary of state may refuse to issue a certificate to any  
23 person who he or she finds, after notice and hearing, has been convicted  
24 of any crime involving fraud or dishonesty, or where refusal will in his  
25 or her judgment, best promote the interests of the people of this state.

26 7. The secretary of state shall establish procedures and criteria, and  
27 shall promulgate regulations, for: (a) approving or disapproving appli-  
28 cations for certifications to act as a property manager; and (b) the  
29 approval of and the periodic review of certification training programs.  
30 Any complaint in connection with an action taken or inaction by the  
31 secretary of state pursuant to this article shall be within the purview  
32 of the secretary of state. In establishing the procedures required by  
33 this subdivision, the secretary of state may provide that any organiza-  
34 tion which has been designated by the federal department of housing and  
35 urban development as an approved certification training program may act  
36 as such pursuant to this article.

37 8. The secretary of state may refuse to renew, or may revoke or  
38 suspend the certification of any property manager, if, after notice and  
39 hearing, he or she finds that such property manager has failed to comply  
40 with any of the requirements imposed by the provisions herein and if in  
41 his or her judgment such suspension or revocation is reasonably neces-  
42 sary to protect the interests of the people of this state. The secretary  
43 of state may in his or her discretion reinstate such certification where  
44 such grounds for suspension or revocation no longer exists.

45 9. The provisions of this section shall not apply to any property  
46 manager or any firm, association, partnership, entity and any affiliate  
47 of such firm, association, partnership or entity employing a property  
48 manager, contracting with a property manager or contracting to provide a  
49 property manager, if all the condominiums or cooperatives for which such  
50 property manager, firm, association, partnership, entity and any affil-  
51 iate of such firm, association, partnership or entity performs services  
52 comprises less than twenty-five residential units.

53 10. Any property manager or any firm, association, partnership, corpo-  
54 ration or other entity, other than a cooperative or condominium board,  
55 employing a property manager, contracting with a property manager or  
56 contracting to provide a property manager that fails to comply with the

1 requirements of this article shall be subject to a civil penalty not to  
2 exceed one thousand dollars for a first violation, two thousand five  
3 hundred dollars for a second violation, and five thousand dollars for a  
4 third or subsequent violation.

5 Any cooperative or condominium board which knowingly hires an unregis-  
6 tered property manager may be liable for a civil penalty not to exceed  
7 one thousand dollars.

8 11. All monies collected while performing residential realty manage-  
9 ment shall be segregated and separate accounts shall be maintained for  
10 each condominium or cooperative being managed. Any violation of this  
11 provision shall constitute a misdemeanor punishable by a fine not to  
12 exceed five thousand dollars.

13 12. When a property manager ceases to perform residential realty  
14 management services for a cooperative or condominium, the property  
15 manager within ten business days shall be required to turn over all  
16 building records and all funds, which have been placed into his or her  
17 care or are in his or her possession, to the board of directors of the  
18 cooperative or board of managers of the condominium or their designee.  
19 Nevertheless, such funds and/or records requiring bank reconciliation  
20 shall be turned over within forty-five days of termination.

21 13. The attorney general shall have the power to enforce the  
22 provisions of this article.

23 § 2. This act shall take effect on the ninetieth day after it shall  
24 have become a law, except that any rules and regulations necessary for  
25 the timely implementation of this act on its effective date shall be  
26 promulgated on or before such date; provided, however, that subdivision  
27 2 of section 448 of the real property law, as added by section one of  
28 this act, shall take effect on the first of January next succeeding the  
29 date upon which it shall have become a law.