



WOMEN IN THE HOUSING
& REAL ESTATE ECOSYSTEM

NAWRB Women-Owned Business Recertification

Name: _____ Company Name: _____ Member Number:
Certification Number:

NAWRB Women-Owned Business Recertification takes up to 90 days to process; in order to avoid any interruption in that status of certification, relevant documents should be submitted at least 30 days prior to expiration.

Check the box next to each document submitted to NAWRB and compile in the order indicated and submit the completed physical packet to NAWRB. If a document is not being submitted, please submit a signed written statement explaining the reason why the document(s) were not supplied.

Documents required for recertification:

- Signed affidavit

Financials

- Profit and loss statement for last complete year
- Balance sheet for last complete year
- Most recent Federal Income Tax returns
- Owner/Officer/Director W2s
- Latest company minutes

Personal

- Current business license
- Real estate or other industry licensure
- Any additional license required to operate company

***If there have been no changes, please submit on letterhead stating that there have been no changes to ownership, management, or business structure.**

If there have been any changes to ownership, management, or business structure since you last certified, please submit updated:

Please submit a signed and written statement on company letterhead explaining why documents were not provided.

- Real Estate Leases of office facilities
- Management, Consulting, or Service Agreements
- Owner Resume (for any new owners)
- Owner Biography (300 words or less for any new owners)
- Resumes of Key Management
- Board Member Resume
- Bank Signature Authorization Card
- Amendments to corporate bylaws, LLC operating agreement, or partnership agreement

**SHE IS CHANGING
REAL ESTATE®**
SPECIALIZING IN THE HOUSING ECOSYSTEM



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Section Three: Affidavit

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION OR REVOCATION OF A PRIOR APPROVAL, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I _____ (full name printed), swear or affirm under penalty of law that I am _____ (title) of applicant business _____ (business name) and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the applying business as well as the ownership, operation, management, technical expertise as defined by the National Association of Women in Real Estate Businesses (NAWRB), and affiliations thereof.

I recognize that the information submitted in this application is for the purpose of inducing certification approval by NAWRB. I understand that NAWRB may, by means it deems appropriate, determine the accuracy and truth of the statements in the application and any and all documents appended to a business' application, and I authorize NAWRB to contact any entity named in the application, and the named business' banking institutions, credit agencies, contractors, clients, references, and other certifying agencies for the purpose of verifying the information supplied and determining the named business' eligibility for NAWRB's women-owned business certification.

I agree to submit to audit, examination and review of books, records, documents and files, in whatever form they exist, of the named business and its affiliates, inspection of its places(s) of business and equipment as deemed necessary, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

I agree to provide written notice to NAWRB of any material change in the information contained in the original application within 30 calendar days of such change (e.g., ownership, technical expertise, address, telephone number, etc.).

ANY MATERIAL MISREPRESENTATION OF INFORMATION IN THIS DOCUMENT WILL BE GROUNDS FOR DENIAL OF CERTIFICATION.

I acknowledge and agree that any misrepresentations in this application or in records pertaining to this application will be grounds for denial or revocation of certification, and for initiating action under federal and/or state law concerning false statement, fraud, or other applicable offenses.

All information submitted with the certification affidavit becomes the property of NAWRB. Information that the applicant marks as proprietary or confidential or that reasonably may be regarded as such will be treated accordingly. NAWRB will obtain the applicant's approval to release information submitted that may be conducive to increase procurement opportunities for women-owned businesses and minority women-owned businesses.



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NAWRB understands that the confidentiality of the information you provide in connection with your application for certification is of the highest importance. NAWRB and the NAWRB Certification Committee members hold this information in the strictest confidence and each Committee member with access to your information has pledged not to disclose or disseminate that information unless ordered by a court of competent jurisdiction or the government.

During the course of the certification process and/or recertification process, your file may be transferred within NAWRB. Transfers may occur via a third party delivery service to ensure that adequate tracking and security measures are employed.

The applicant hereby swears under penalty of law that the applicant believes it is qualified for certification as a women-owned business or minority women-owned businesses, as set forth in the certification guidelines established by NAWRB.

The undersigned applicant agrees to indemnify and hold NAWRB, and the officers, directors, employees, agents, and volunteers of each of them (each an "Indemnitee") harmless from any losses, claims, damages, liabilities, and related expenses (including the fees, charges and disbursements of any counsel or consultant for such Indemnitee) incurred by such Indemnitee or asserted against such Indemnitee by the undersigned or any third party arising out of, in connection with, or as a result of (i) the information submitted by applicant for this application, (ii) the processing of this application, (iii) the issuance or denial of certification; (iv) any actual or prospective claim, litigation, investigation or proceeding relating to any of the foregoing, whether based on contract, tort or any other theory, whether brought by a third party or by the applicant, and regardless of whether such Indemnitee is a party thereto, and the prosecution and defense thereof; provided

Name of Business: _____ that this indemnity shall not be available to such Indemnitee to the extent that such losses, claims, damages, liabilities or related expenses have resulted from the gross negligence, bad faith or willful misconduct of such Indemnitee.

Signature of Owner/Date: _____

On this ____ day of _____, 20____, before me appeared (name) _____ to me personally known, who being duly sworn, did execute the following affidavit, and did state that he or she was properly authorized by _____ (name of firm) to execute the affidavit and did so as his or her free act deed. (Seal)

Notary Public: _____

Commission expires: _____