



## Membership Renewal Checklist and Instructions - FY2024

Please use this Membership Renewal Checklist to ensure that all required documents completed and returned.

**All Items including Membership Dues are due no later than July 31, 2023.** If an extension is needed, please email the [Membership Department](#) with your request for consideration.

**All Forms are available on the website:** <http://www.fahemembers.com/member-resources/fahe-membership-renewal/>

If any of the items do not apply to your organization, please provide a written statement on your letterhead for each item explaining why the item does not apply, and include any relevant documentation in place of that attachment. Each statement must be signed and dated by your organization's President/CEO.

### **Instructions for Electronic Material Submission:**

- Electronic submission preferred. Upload your files: <https://faheinc.sharefile.com/r-r910c5c5a18540c4a>
- If materials are in an electronic format, send as-is. You may need to request PDF files, as an example, contact your auditor for a PDF of your audit. If you have only hard copies, scan them to send electronically to [memberservices@fahe.org](mailto:memberservices@fahe.org).
- **OPTION:** If documents are available on your website - Annual Report, Audit, etc. – a link can be supplied instead of sending the document. Please include the link on the Checklist below.
- Please label electronic files so that they are easily recognized. For example, utilize the corresponding "Item" letter, filename and your organization.

**Example:** *Item C – Production Report, Member XYZ.pdf*

If it is necessary to have more than one file per item, number the files accordingly.

*If unable to submit electronically, there is an additional fee of \$50; please add this amount to your membership dues check. If submitting hard copies, please send them in the order the items are listed on the checklist with a cover page for each item.*

Fahe  
Attn: Vonda Poynter  
319 Oak St.  
Berea, KY 40403

## **All Items Due no later than July 31, 2023**

You must include pages 2 & 3 with your renewal materials

### **Item A: Fahe Member Contact Info List**

The Excel Spreadsheet **Item A** has been emailed to you along with this checklist. Please review the row containing your organization's information.

- Fill in any blanks,
- Correct any errors/make changes and please **highlight** that cell
- **REMINDER** – Complete the Number of Employees in Columns R-U
- Resave as: "Item A – (organization name)"

**If all the information is correct you don't need to return the form, just Initial Here** **and complete the number of Employees here, instead:**

**Full-Time** \_\_\_\_\_ **Part-Time** \_\_\_\_\_ **Seasonal** \_\_\_\_\_ **Intern/AmeriCorps/VISTA** \_\_\_\_\_

Please note: *Primary and Secondary Delegates are required as per the By-laws, Section 2.5:*

*"Each member shall appoint a delegate and one alternate to represent the Member Group."*

### **Item B: Eligibility, Certification Compliance FY2024**

The form for **Item B** has been emailed to you. Please review, sign and date this form and answer all questions. Scan and return electronically with the other renewal materials.

### **Item C: Production Report for CALENDAR YEAR 2022 for Review, Correction**

Please review your organization's line in the Spreadsheet generated from quarterly reports for projects completed in Calendar Year 2022. **Complete or correct** the data as needed to accurately reflect your organization's activities in Calendar Year **2022**.

**NEW:** Please note in **Column I** – any **Rental Property Acquisitions, Single & Multi-fam units**

**We encourage you** to include any additional types of production you would like to report, please note info in **Column AK** on the far right of the spreadsheet. Use as much space as you need.

### **Item D: Invoice for Payment of Annual Membership Dues**

The Fahe Membership fee for FY2024 is as follows: (plus \$50 if sending hardcopy files)

**Send check (payable to Fahe) to:**

Fahe  
Attn: Vonda Poynter  
319 Oak St.  
Berea, KY 40403

- **\$500** – If we receive all items including dues **on or before July 31, 2023**.
- **\$600** – Any renewal completed/rec'd **between August 1 and August 31, 2023**.
- **\$700** – Any renewal completed/rec'd **on or after September 1, 2023**.

### **Item E: Most Recent Audit We need your 2022 Audit, if not yet complete/available**

please identify when it will be complete: \_\_\_\_\_ If you have not sent 2021, send now.

If you would like us to access your Audit **online**, provide the link here:

\_\_\_\_ **Item F: Copies of Last (2) Board Meeting Minutes**

Please submit copies of your last two board meeting minutes along with any relevant attachments.

\_\_\_\_ **Item F1: Current List of Board Members and Contact Information**

Please submit a current contact list (from within the past 12 months) of your board members along with each contact's title, phone number & email address.

\_\_\_\_ **Item F2: Board Meeting Frequency Data**

*Please indicate below:*

Number of Board Meetings your organization conducted in Calendar Year 2022           

Number of Audit/Finance Committee Mtgs. held by your Board in Cal. Yr. 2022           

\_\_\_\_ **Item F3: Most Recent Bylaw Changes**

Please Provide your bylaws if they have been changed in the past 12 months. **Or**, indicate with your initials **here**           , that there have been no changes in the last 12 months.

\_\_\_\_ **Item G: Most Recent Annual Report**

If your organization does not produce an official annual report, please include a brief overall summary of this year's successes, highlights, accomplishments, challenges, etc., and/or include 2 or more of your most recent newsletters. We encourage sending photos!

If you would prefer to share your Annual Report **online**, provide the link here:

---

\_\_\_\_ **Item H: Staff Directory (key leaders, directors, executive team)** including their contact information (phone/email)

**Certificate of Good Standing/Existence & 990:**

You do **not** need to send in your Certificate of Good Standing/Existence or 990's, please certify here that:

\_\_\_\_ We certify that we are in good standing with the state in which we are headquartered

**And indicate either:**

\_\_\_\_ We have filed our 990 as required **OR**

\_\_\_\_ We are not required to file a 990

**Please remember to include pages 2 & 3 of this document with your renewal materials**