

PRESS RELEASE

In keeping with Law No. 2010/022 of 22 December 2010 on co-ownership of buildings and in implementation of the provisions of Decree No. 2011/1131/PM of 11 May 2011 to fix the conditions for implementing the said law, of Decree No. 2011/113/PM of 11 May 2011 to lay down the conditions governing access to and practice of the profession of property manager, and Order No. 0026/E/2/MINH DU of August 13, 2012 setting the terms and conditions for issuing the professional property manager card, the Minister of Housing and Urban Development hereby informs the public as follows:

Individuals and corporate entities desiring to be licensed to practice the profession of **property manager** in Cameroon must meet the conditions below:

1. For individuals:

- Be a Cameroonian or national of a State benefitting from a reciprocity agreement with Cameroon;
- Be holder of the A/Level in General or Technical Education or of an equivalent certificate followed by three (03) years of university studies;
- Must have held one of the following positions for five (05) consecutive years:
 - commercial management;
 - employment in housing organizations;
 - employment in an establishment owned by a holder of the professional card requested;
 - public or private job relating to property transactions or property management.

2. For corporate entities:

- Submit a tax file compliant with fiscal administration specifications;
- Have up-to-date records with the social insurance institutions to which it is subscribed;
- Be registered with the business registry and with the Real Property Credit;
- prove of the nationality of its manager;
- Have members of its staff that fulfill the conditions described above.

They are also invited to produce the following documents, in order to be issued a professional card:

1. For individuals:

- a stamped application for registration, at XAF 25,000, addressed to the Minister of Housing and Urban Development;
- certified true copies of certificates and required professional qualifications;
- a certificate of nationality or a certificate of residence for foreigners;
- a professional insurance policy;
- a tax payers card;
- the manager's curriculum vitae dated and signed enclosing the supporting professional references cited;
- a certificate of non-conviction dated less than 3 (three) months;
- 4 (four) passport-size photographs of the manager;

- a certified true copy of the National Identity Card;
- a localization plan of offices and a localization attestation issued by territorially relevant services of the Ministry of Housing and Urban Development;
- a sworn undertaking not to simultaneously exercise a function incompatible with the status of property manager.

2. For corporate entities:

- a stamped application for registration, at XAF 25,000, addressed to the Minister of Housing and Urban Development;
- an extract of the trade register and of the Real property credit dated less than 3 (three) months;
- a professional insurance policy;
- an attestation of taxpayers registration;
- a certified true copy of no indebtedness;
- an attestation of no bankruptcy;
- a certified true copy of the attestation of registration with the NSIF;
- an original copy of the Articles of Association;
- a certificate of nationality for the managers;
- certified true copies of the certificates of the managers;
- four (04) photos of the manager;
- manager's curriculum vitae dated and signed;
- a certified true copy of the National Identity Card;
- a certificate of non-conviction for the manager, dated less than 3 (three) months;
- a localization plan of offices and a localization attestation issued by territorially relevant services of the Ministry of Housing and Urban Development;
- a sworn undertaking not to simultaneously exercise a function incompatible with the status of property manager.

The said files should be submitted to the Sub-Department for Reception, Mails and Liaison of the Ministry of Housing and Urban Development, 7th floor, door No. 07T04 of the Ministerial Building No. 1.

It should be remembered that the profession of property manager may not be practiced by the following persons either directly or through a third party: Notaries public, Bailiffs, Lawyers, Developers, Real Estate Agents, Property Experts, Surveyors, Urban planners, Architects, Legal counsels for corporate entities and individuals that are developers of co-owned buildings and Business Agents./-

**THE MINISTER OF HOUSING AND URBAN
DEVELOPMENT**



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