



IREM Institute of Real Estate Management

ASSOCIATE MEMBER
APPLICATION

About IREM®

The Institute of Real Estate Management (IREM®) is an international community of real estate managers dedicated to ethical business practices, maximizing the value of investment real estate, and promoting superior management through education and information sharing.

An affiliate of the National Association of REALTORS®, IREM is the home for all industry professionals connected to real estate management – and the only organization serving both the multi-family and commercial sectors.

We believe:

- That good management matters
- That well-managed properties pay dividends in terms of value and in the quality of life for residents, tenants and customers
- In professional ethics
- In the power of knowledge and the importance of sharing it

IREM offers a variety of membership types for professionals of every experience level, from on-site managers to high-level executives. Our credentials, earned by meeting high standards of education, experience, and ethical business practices, include:

- CERTIFIED PROPERTY MANAGER (CPM®)
- ACCREDITED RESIDENTIAL MANAGER (ARM®)
- ACCREDITED COMMERCIAL MANAGER (ACoM)
- ACCREDITED MANAGEMENT ORGANIZATION (AMO®)

For over 80 years, IREM has set the standard for best practices in real estate management. Today, IREM membership includes more than 20,000 individuals and over 550 corporate members.

Invest in Your Career

Become an IREM Member

IREM membership gives you instant access to the robust slate of IREM member benefits and community of experts. IREM membership is perfect for:

- Those who are engaged in site, property, asset, or facilities management of all property types;
- Those who work for real estate companies, corporate real estate departments, or government agencies;
- Professionals considering pursuing an IREM credential in the future;
- Professionals who want the wealth of resources, discounts and career advancement opportunities that come with joining IREM;
- Those considering pursuing a career in real estate.

Please note: Vendors, suppliers and service providers to the real estate management industry are not eligible for membership, but we welcome you to visit www.irem.org to learn more about our advertising and sponsorship opportunities.

Becoming an IREM Member will have an immediate and long-term impact on your career. You'll have access to member benefits, including discounts on education, publications and much more, as well as access to free members-only resources, knowledge and networking opportunities. Most importantly, you'll join a community of:

- Professionals who excel and want to excel;
- The best in the world at the financial and asset management aspects of property management;
- Forward thinkers who want to leave their mark on the world through ethical property management, making the lives of residents and tenants better every day;
- Experts for every challenge you face in your job and your business -- experts who can help you through our online communities and local in-person events;
- People who care about the profession of real estate management.

Institute of Real Estate Management Code of Professional Ethics

Introduction

The purpose of this Code of Professional Ethics is to establish and maintain public confidence in the honesty, integrity, professionalism, and ability of the professional real estate manager. The Institute of Real Estate Management and its Members intend that this Code and performance pursuant to its provisions will be beneficial to the general public and will contribute to the continued development of a mutually beneficial relationship among CERTIFIED PROPERTY MANAGER® Members, CPM® Candidates, ACCREDITED RESIDENTIAL MANAGER® Members, ACCREDITED COMMERCIAL MANAGER Members, Associate Members, and other Members, national and international professional real estate associations and organizations, and clients, employers, and the public.

The Institute of Real Estate Management, as the professional society of real estate management, seeks to work closely with all other segments of the real estate industry to protect and enhance the interests of the public. To this end, Members of the Institute have adopted and, as a condition of membership, subscribe to this Code of Professional Ethics.

IREM® Member Pledge

I pledge myself to the advancement of professional real estate management through the mutual efforts of Members of the Institute of Real Estate Management and by any other proper means available to me.

I pledge myself to maintain the highest moral and ethical standards consistent with the objectives and higher purpose of the Institute.

I pledge myself to seek and maintain an equitable, honorable, and cooperative association with fellow Members of the Institute and with all others who may become a part of my business and professional life. I recognize and support the need to preserve and encourage fair and equitable practices and competition among all who are engaged in the profession of real estate management.

I pledge myself to place honesty, integrity, and industriousness above all else and to pursue my gainful efforts with diligent study and ongoing education so that my services shall be beneficial to the general public and my obligations to my clients shall always be maintained at the highest possible level.

I pledge myself to comply with the principles and declarations of the Institute of Real Estate Management as set forth in its Bylaws, Statement of Policies, and this Code of Professional Ethics.

Article 1. Loyalty to Client, Firm, and/or Employer

A CERTIFIED PROPERTY MANAGER®, CPM® Candidate, ACCREDITED RESIDENTIAL MANAGER®, ACCREDITED COMMERCIAL MANAGER or Associate Member (hereinafter referred to as MEMBER) shall at all times exercise loyalty to the interests of the client and the employer or firm with whom the MEMBER is affiliated. A MEMBER shall be diligent in the maintenance and protection of the interests and property of the employer and of the client. A MEMBER shall not engage in any activity, that could be reasonably construed as contrary to the interests of the client or employer. If an activity would result in a conflict between the interests of the firm or employer and the interests of the client, then the interests of the client shall take precedence.

Article 2. Confidentiality

A MEMBER shall not disclose to a third party any confidential or proprietary information which would be injurious or damaging to a client concerning the client's business or personal affairs without the client's prior written consent, unless such disclosure is required or compelled by applicable laws and regulations.

Article 3. Accounting and Reporting

Pursuant to the terms of the management agreement, a MEMBER shall use reasonable efforts to provide accurate, auditable financial and business records and documentation concerning each asset managed for the client, which records shall be available for inspection at all reasonable times by the client. A MEMBER shall furnish to the client, at mutually agreed upon intervals, regular reports concerning the client's assets under management. A MEMBER shall not exaggerate, misrepresent, or conceal material facts concerning the client's assets or any related transaction.

Article 4. Protection of Funds

A MEMBER shall at all times serve as a fiduciary for the client and shall not commingle personal or company funds with the funds of a client or use one client's funds for the benefit of another client, but shall keep the client's funds in a fiduciary account in an insured financial institution or as otherwise directed in writing by the client. A MEMBER shall at all times exert due diligence for the maintenance and protection of the client's funds against all reasonably foreseeable contingencies and losses.

Article 5. Relations with Other Members of the Profession

A MEMBER shall not make, authorize or otherwise encourage any false or misleading comments concerning the practices of Members of the Institute of Real Estate Management. A MEMBER shall truthfully represent material facts in their professional activities. A MEMBER shall not exaggerate or misrepresent the services offered as compared with the services offered by other real estate managers. Nothing in this Code, however, shall restrict legal and reasonable business competition by and among real estate managers.

Article 6. Contracts

Any written contract between a MEMBER and a client shall be in clear and understandable terms, and shall set forth the specific terms agreed upon between the parties, including a general description of the services to be provided by and the responsibilities of the MEMBER.

Article 7. Conflict of Interest

A MEMBER shall not represent personal or business interests divergent from or conflicting with those of the client or employer and shall not accept, directly or indirectly, any rebate, fee, commission, discount, or other benefit, monetary or otherwise, which could reasonably be seen as a conflict with the interests of the client, employer or firm, unless the client or employer is first notified in writing of the activity or potential conflict of interest, and consents in writing to such representation.

Article 8. Managing the Assets of the Client

A Member shall exercise due diligence in the maintenance and management of the client's assets and shall make all reasonable efforts to protect it against all reasonably foreseeable contingencies and losses.

Article 9. Duty to Former Clients and Former Firms or Employers

All obligations and duties of a MEMBER to clients, firms, and employers as specified in this Code shall also apply to relationships with former clients and former firms and employers. A MEMBER shall act in a professional manner when, for whatever reason, relationships are terminated between a MEMBER and a client and firm or employer. Nothing in this section, however, shall be construed to cause a MEMBER to breach obligations and duties to current clients and firm or employer.

Article 10. Compliance with Laws and Regulations

A MEMBER shall at all times conduct business and personal activities with knowledge of and in compliance with all applicable laws and regulations.

Article 11. Equal Opportunity

A MEMBER shall not deny equal employment opportunity or equal professional services to any person for reasons of race, color, religion, sex, familial status, national origin, age, sexual orientation, gender identity, or handicap and shall comply with all applicable laws and regulations regarding equal opportunity.

Article 12. Duty to Tenants and Others

A MEMBER shall competently manage the property of the client with due regard for the rights, responsibilities, and benefits of the tenants or residents and others lawfully on the property. A MEMBER shall not engage in any conduct that is in conscious disregard for the safety and health of those persons lawfully on the premises of the client's property.

Article 13. Duty to Report Violations

Each MEMBER has a responsibility to provide the Institute of Real Estate Management with any significant factual information that reasonably suggests that another MEMBER may have violated this Code of Professional Ethics. Such information must be presented as outlined in the Institute of Real Estate Management's Bylaws and Statement of Policies.

Article 14. Enforcement

The interpretation of compliance with this Code is the responsibility of the ethics boards of the Institute of Real Estate Management. Any violation by a MEMBER of the obligations of this Code and any disciplinary action for violation of any portion of this Code shall be determined and carried out in accordance with and pursuant to the terms of the Bylaws and Statement of Policies of the Institute of Real Estate Management. The result of such disciplinary action shall be final and binding upon the affected MEMBER and without recourse to the Institute, its officers, Governing Councillors, Members, employees, or agents.

Effective January 1, 2017

Please type or print clearly all information

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Mr.	Ms.	First Name	M.I.	Last Name
Business Name			Date of Birth (Month/Date/Year)	
Business Address			Residence Address	
City/State/ZIP			City/State/ZIP	
Mailing Address (check one) <input type="checkbox"/> Business <input type="checkbox"/> Residence			Directory Address (check one) <input type="checkbox"/> Business <input type="checkbox"/> Residence	
Daytime Phone Number			Evening Phone Number	
Fax Number			E-mail Address	

Were you referred by an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever take an IREM course(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who?	If yes, did you take any IREM course under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you previously an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	IREM ID# (if known)
	If yes, what name?

IREM Chapter Affiliation:
As an Associate Member, you will be required to affiliate with an IREM Chapter, provided that you work or reside within a chapter's jurisdiction. If you have a preference as to which chapter you would like to affiliate with, please indicate the chapter name or number below. If no preference is given, you will be assigned to a chapter based on your mailing address. _____

- Are you a vendor/service provider to the real estate industry? Yes No
- Do you currently manage property? Yes No
If yes, types of property _____
- What is your position in your current company? _____
What type of company? _____
Briefly describe your current position _____
- Why do you want to join IREM? _____
- Does your state require someone in your position to hold a real estate license? Yes No
- Do you have a current active real estate license? Yes No

To be approved as an Associate Member you must be of good moral character and unquestionable integrity, and demonstrate sincerity of purpose. **If you answer "Yes" to any of the questions below, attach a separate, written explanation that includes the following information:** The date of the incident/issue with all relevant facts; date of resolution including any legal action, discipline, and/or settlement, or, if not resolved, an explanation of the status; any mitigating factors; any additional relevant information that helps in understanding the totality of the situation.

- Yes No Have you been convicted of a crime?
- Yes No Are you currently a defendant in any pending criminal proceeding?
- Yes No Are you currently a respondent in or have you ever been found guilty of a civil, regulatory, or administrative proceeding involving fraud, misrepresentation, or misappropriation of funds or property?
- Yes No Have you ever been subject to disciplinary action by IREM, a member board of NAR, any other professional organization, or a licensing body?
- Yes No Have you as a real estate professional, or any real estate property management firm you are or were a principal in, been involved in a business bankruptcy?
- Yes No Have you, or a firm you were a principal in, to your knowledge, ever been involved as defendant or respondent in an action involving alleged fraud, misrepresentation, or misappropriation of funds or property?

Applicant Name _____

Please read these rules and regulations before signing and submitting this Associate Member Application.

In connection with the Institute of Real Estate Management considering this application, I agree that:

- A. All of the information provided by me is complete and correct to the best of my knowledge and belief. If I made or at any time make any statement with knowledge of its falsity, I understand that it shall be cause for denial of membership in the Institute. I further agree to submit to the jurisdiction of the IREM Ethics Committee in the event that allegations of unethical or improper conduct arise during the pendency of this application.
- B. All additional information that may be needed by IREM shall be supplied by me upon request.
- C. I shall conduct my real estate management activities in accordance with the IREM Code of Professional Ethics and shall also be bound by the bylaws and policies of the Institute as they are now or as they may be amended from time to time subsequent to this application and the decisions of any Institute committee and the Governing Council affecting my membership in the Institute.
- D. I agree that the Institute may censure, suspend, expel, or otherwise terminate this membership, if granted, in accordance with the Institute's bylaws, policies, and item A above, and that the Institute, its officers, members, employees, and agents may disclose its actions, in full or part, to the members of the Institute and the general public.
- E. I shall pay annual dues and fees as set by the Institute.
- F. I, for and on behalf of myself, and my heirs, assigns, administrators, and each of them waive and forever release all claims and demands, or causes of action and each of them, that I or they may have now or may in the future have against the Institute, its members, its officers, councilors, employees, chapters, or others who may supply information or material to the Institute, and each of them, for any act or omission of the Institute, its members, its officers, councilors, employees, chapters, or any others and each of them including but not in any way limited to its or their acts or omissions in granting membership in the Institute, failing to grant membership, or in censuring, suspending, expelling, or terminating such a membership.
- G. Upon acceptance as an IREM Member, portions of my annual dues (in the amount of the current subscription rates) will be allocated for a subscription to the *Journal of Property Management (JPM)*.
- H. I hereby confirm that I am not a vendor, supplier, or service provider to the real estate industry.

Your signature verifies the accuracy of the information on this application, acknowledges that you have read the rules and regulations stated above, and confirms that your application is complete.

Signature _____ Date _____

What prompted you to apply for Associate Membership? (Check one)					
<input type="checkbox"/> Advertising	<input type="checkbox"/> Catalog/Brochure	<input type="checkbox"/> Colleague	<input type="checkbox"/> Customer Relations	<input type="checkbox"/> Direct Mail	<input type="checkbox"/> E-mail
<input type="checkbox"/> Employer	<input type="checkbox"/> IREM Chapter	<input type="checkbox"/> IREM Website	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Professor or Instructor	<input type="checkbox"/> Phone Call
<input type="checkbox"/> Trade Publication	<input type="checkbox"/> Other _____				

Associate Member Dues

IREM Federal ID Number 36-6214767

- Check enclosed (make payable to IREM)
- VISA MasterCard
- American Express Discover

Your Associate Member dues for the first year are based on the date of application. (Check one)

Non-refundable application fee:

- January - March: \$220 July - September: \$110
- April - June: \$165 October - December: \$55

Send application with payment to:

Associate Member Application
 Institute of Real Estate Management
 430 N. Michigan Ave.
 Chicago, IL 60611

Cardholder's Name _____

Card Number _____

Corp. Card ID _____

Expiration Date _____

Signature _____

Cardholder's billing address (if different from applicant)



IREM Institute of Real Estate Management

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Advance your career further by obtaining an IREM credential.



FOR ASSET AND PROPERTY MANAGERS

If you manage or oversee a team who manages large portfolios of multi-family, office, retail or industrial properties, the **CERTIFIED PROPERTY MANAGER® (CPM®)** designation and membership is your path. Begin the process of earning your CPM by applying online for CPM Candidate membership.



FOR RESIDENTIAL SITE MANAGERS

If you manage small to mid-size residential portfolios, the **ACCREDITED RESIDENTIAL MANAGER® (ARM®)** certification and membership is perfect for you.



FOR COMMERCIAL SITE MANAGERS

If you manage small to mid-size commercial portfolios, the **ACCREDITED COMMERCIAL MANAGER (ACoM)** certification and membership is for you. The ACoM is a great stepping stone to the CPM designation.

www.irem.org/JoinIREM/Associate

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IREM practices diversity. We are an inclusive organization that embraces and values differences and welcomes individuals of all races, genders, creeds, ages, sexual orientations, gender identities, and national origins and individuals with disabilities, providing an equal opportunity environment among its members, vendors, and staff.