

ACoM APPLICATION

About IREM®

IREM® is an international force of 20,000 individuals united to advance the profession of real estate management. Through training, professional development, and collaboration, IREM supports our members and others in the industry through every stage of their career.

We believe in our people, and we provide the tools they need to succeed. We open doors, we forge connections, and we help show the way forward. Backed by the power that comes with being an affiliate of the NATIONAL ASSOCIATION OF REALTORS®, we add value to our members, who in turn add value to their teams, their workplaces, and the properties in their commercial and residential portfolios.

Our memberships empower college students, young professionals, and industry veterans who are committed to career advancement. Earning our credentials, including the CPM®, ARM®, ACoM, and AMO®, demonstrates a commitment to, and passion for, good management. These credentials, along with our courses and array of resources, all exist with one goal in mind – to make a difference in the careers of those who manage.

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

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

Benefits of Membership

When you earn your ACoM certification, you will also become a member of IREM and will be entitled to benefits that empower you to create your own opportunities. Some of the most valuable benefits include:

Professional Development

Develop leadership, analytical and management skills while learning about the latest industry changes and trends that affect your business. IREM courses, webinars, conferences, and chapter programs are designed specifically for industry professionals such as yourself who wish to improve their professional knowledge. IREM Members receive priority notice on all of these offerings as well as significant member discounts.

Networking

Engage with other real estate professionals at many networking venues, including chapter meetings, national conferences, and our virtual platforms. Access peers in your area and around the world through IREM's online membership directory.

Industry Resources and Information

Take advantage of the convenient resources designed to help you find information fast. Find a wealth of resources online at www.irem.org, your one-stop resource for real estate management information and resources. And bimonthly, you'll receive the *Journal of Property Management (JPM®)* which offers coverage of critical property management issues and expert commentary.

Affiliation with the Industry Leader

IREM leads the way in establishing professional and ethical standards that define the real estate management industry. IREM's members are recognized as leaders, and their knowledge and expertise are sought by owners and investors of real estate worldwide. Join IREM and count yourself among the best.



For commercial property managers newer to the profession and aspiring to take the next step in their careers, and gain control over their future.

Earning the ACoM shows employers and clients that you're passionate about commercial management, and have the credibility and expertise to back up that passion. You'll demonstrate the difference between you and your competition, and underline the bigger-picture skills that set you apart. Secure your future by becoming more marketable and bypassing common career roadblocks.

Earning the ACoM certification, allows you to officially become a member of IREM.

Membership allows you a wealth of benefits, including those below.

To view our full menu of member benefits, visit www.irem.org/memberbenefits.

- Discounts on IREM Courses
- Free digital downloads of tools and resources related to best practices
- Free webinars focused on timely industry information and versatile topics
- Half off the income/expense analysis tools
- Networking opportunities – easy access to local professionals through your chapter

Completing Your ACoM Application

If you can check all of the items below, you are eligible for the ACoM certification and should apply today:

- I meet the ACoM experience requirement
- I have met the ACoM education requirement
- I have passed the ACoM certification exam
- I have met the ethics education requirement and agree to uphold the IREM Code of Professional Ethics
- I am a high school graduate or the equivalent

Make a copy for your records and send the original application to:

ACoM Application
Institute of Real Estate Management
430 North Michigan Avenue
Chicago, IL 60611-4090
admissions@irem.org

Special Note: If you do not yet meet all of the requirements for the ACoM certification, you are encouraged to become affiliated with IREM by becoming an Associate Member. Associate membership will provide you a connection to IREM and will give you discounted rates on IREM courses while you complete the ACoM requirements. You can apply for Associate membership at www.IREM.org/JoinIREM.

Becoming an ACoM

Experience

Earn 12 months of real estate management experience meeting the established minimum portfolios listed below and performing at least 14 of the 29 real estate management functions IREM uses to define a commercial property manager. (Functions are listed on page 3 of the ACoM application.) Experience does not need to be in sequential months.

- Office buildings, retail buildings, shopping centers, multi-tenant industrial property, research and development (R and D) property, and self-storage centers: 20,000 square feet at one site

Education

Meet one of four education options:

Option 1. Complete “Managing Commercial Properties” (CML201) — available online.

Option 2. IREM Courses

1. “Managing Maintenance Operations and Property Risk” (MNT402)
2. “Leading a Winning Property Management Team” (HRS402)
3. “Budgeting, Cash Flow, and Reporting for Investment Real Estate” (FIN402) **or**
“Financing and Loan Analysis for Investment Real Estate” (ASM603)
4. “Marketing and Leasing Strategies for Retail Properties” (MKL404) **or**
“Marketing and Leasing Strategies for Office Buildings” (MKL406)

If you have already taken IREM courses, view the ACoM Equivalency Chart at www.irem.org/Equivalency
For a complete schedule of IREM courses, visit www.irem.org/Education.

Option 3. Other Designations Fast Track

Hold any of these certifications/designations:

- CPM (through IREM)
- CCIM (through CCIM Institute)
- CSM (through International Council of Shopping Centers)
- PCAM (through Community Associations Institute)
- RPA (through Building Owners and Managers Institute)

Verification from the sponsoring organization stating that you have earned the certification/designation and are a member in good standing must be submitted with your ACoM application.

Option 4. College Degree Fast Track

Have an undergraduate or graduate degree with a major, minor, or concentration specifically in real estate or property management, or an associate’s degree in a non-residential property or real estate management program, from a regionally accredited college or university. A copy of your transcript confirming the degree earned must be submitted with your ACoM application.

Becoming an ACoM

ACoM Certification Examination

Pass the ACoM certification exam, which covers these competency areas: financial operations, human resources management, legal and risk management, maintenance and operations, marketing and leasing. The exam can be taken individually through local IREM proctors.

Ethics

1. Complete IREM ethics education in one of two ways:
 1. Successfully complete “Real Estate Management Ethics Online” (ETH001)
 2. Attend and pass exam for “Ethics for the Real Estate Manager” (ETH800)*
2. Pledge to uphold the IREM Code of Professional Ethics and agree to submit to its jurisdiction. A copy of the code appears on page 6.

*Tip: if you plan to pursue the CPM® designation, we recommend that you complete “Ethics for the Real Estate Manager” (ETH800) as this will fulfill the CPM ethics requirement as well.

Other Requirements:

- Submit an ACoM application with the non-refundable \$80 application fee. If you are an IREM Member, the application fee is \$40. (This member price does not apply to AMO Firm employees who are not individual IREM Members.)
- Submit three (3) Professional References.(Forms are included with this ACoM application)
Two of the letters must be from, in any combination: CPM Members, ARM Members, ACoM Members, current/former clients, or current/former employers. There is no restriction on the third letter. All references do not need to be received prior to the submission of your application.
- Be interviewed and recommended for approval by your IREM Chapter

ACoM Approval Process

Upon receipt, a thorough review of your application is conducted. Once it has been determined that you have met all requirements, you will be notified. **Incomplete portions of your application will delay processing.**

Once your application is complete, it will be sent to the local IREM Chapter for approval. IREM has chapters throughout the country. If you live or work within the jurisdiction of an IREM Chapter, you will be assigned to the chapter based on your preferred mailing address or you may choose your chapter affiliation by indicating as indicated in this application. A chapter representative will contact you to discuss your application and answer any questions. The chapter will then submit its recommendation to IREM Headquarters.

Upon receipt of the chapter's recommendation, and provided your application is in order, you will be approved as an ACoM Member. This entire process from application receipt to approval may take 30 to 45 days.

Upon Approval:

- You will receive official notice welcoming you as an IREM member, allowing you immediate access to the benefits and services.
- You will be acknowledged on the IREM website as an ACoM Member. (www.IREM.org)
- Your personalized ACoM certificate, IREM Code of Professional Ethics and ACoM pin will be sent to your chapter for presentation before your peers within one to two weeks of your approval. If you do not reside within chapter's jurisdiction, these materials will be sent directly to you.

Part of the obligation of the ACoM credential is to maintain your IREM membership at a national and chapter level. You will receive an invoice at a prorated amount for the current year.

In addition it is expected that members adhere and abide by the IREM bylaws, policies and IREM Code of Professional Ethics

IREM® 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.

I pledge myself to acknowledge the ethical principles as set forth in the International Ethics Standards established by the International Ethics Standards Coalition of which the Institute is a member.

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 October 12, 2017



INSTITUTE OF REAL ESTATE MANAGEMENT

IREM® Headquarters

430 North Michigan Avenue, Chicago, IL 60611
(800) 837-0706 | www.irem.org | getinfo@irem.org

Use this form to submit as an invoice to pay the application fee

ACoM Application Fee Invoice

IREM Federal ID Number: 36-6214767

APPLICANT NAME

DATE

DAYTIME TELEPHONE()

NON-REFUNDABLE

APPLICATION FEE \$80.00 (If you are a current IREM Member, the application fee is \$40.00)

Make check payable to IREM and send with ACoM application to:

ACoM Application

Institute of Real Estate Management
430 North Michigan Avenue
Chicago, IL 60611
admissions@irem.org

If you wish to pay by credit card, please call (800) 837-0706.

ACoM Application

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Please type or print all information clearly

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		Mobile Phone Number
E-mail Address			Fax Number	

Were you referred by an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who?
Were you previously an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	IREM ID# (if known)
Do you plan on pursuing other IREM Credentials? (check all that apply) <input type="checkbox"/> CPM <input type="checkbox"/> ARM <input type="checkbox"/> Not Applicable	

Have you ever taken an IREM course(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you take any IREM course under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what name?

IREM Chapter Affiliation: As an ACoM, 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 a chapter with which you would like to affiliate, please indicate the chapter name and/or number below. If no preference is given, you will be assigned to a chapter based on your mailing address.

Signature of Applicant
Your signature verifies the accuracy of the information on this application, acknowledges that you have read the rules and regulations stated on Confidential Page 1, and confirms that your application is complete.
Signature _____ Date _____

When you are approved as an ACoM, you will receive an ACoM pin, a personally inscribed ACoM certificate and an IREM Code of Professional Ethics. These will be presented to you by your IREM Chapter, if applicable.

Your name exactly as it should appear on your ACoM certificate: _____

What prompted you to apply for ACoM 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"/> Supervisor	<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 _____				

ACoM Application

(All Sections of the Experience Report must be completed)

Page 2 of 3

Applicant Name _____

Experience Report for *CURRENT* Commercial Management Position

Use a new page each time your title, employer, portfolio, or job responsibilities changed.

Should the total months in your current position be equal to or greater than 12 and meet the experience qualifications, no additional pages are required.

1.1 Period From (Month/Year) _____ To (Month/Year) _____

1.2 Your Title _____

1.3 Number of Employees Reporting Directly to You _____

1.4 Titles of Employees Reporting Directly to You _____

1.5 Name of Immediate Supervisor _____ 1.6 Business Telephone _____

1.7 Title of Immediate Supervisor _____

1.8 Portfolio That You Manage (Number of square feet and sites):

<i>Commercial Property Type</i>	<i>Sq. Ft.</i>	<i>No. of sites</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1.9 **Briefly describe your duties and responsibilities and the level of authority you hold over the properties managed. (Attach additional sheet only if necessary. Do not attach a resumé.)**

Name and Signature of Immediate Supervisor

This verifies the accuracy of the information on this application as to the applicant's current responsibilities.

Name _____

Signature _____ Date _____

You must perform at least 14 of the 29 functions.

- 1. Recommend or hire, manage, and evaluate on-site personnel, either directly or through others.
- 2. Participate in identifying, developing and/or monitoring staffing requirements, job descriptions, human resource policies, training and development plans, and diversity outreach initiatives.
- 3. Recommend, develop specifications, or decide which items or services are to be purchased for the property, solicit, negotiate or approve contracts for services; monitor contractor performance; and approve payment of invoices.
- 4. Perform routine property inspections and take appropriate action in accordance with established policies and procedures.
- 5. Establish or assist in maintaining, reviewing, updating, and enforcing the property's operating policies and procedures and occupancy/usage guidelines including move in/move out procedures.
- 6. Establish, monitor and/or maintain the property's record-keeping system.
- 7. Identify and/or oversee operation of building systems, supervise employees or monitor contractors who perform routine maintenance and repair work, and/or oversee or monitor planning and construction of tenant improvements, capital improvements, and/or amenity enhancements.
- 8. Schedule and monitor, or approve, preventive and routine maintenance programs for the property.
- 9. Identify, implement and monitor, or approve sustainable practices; including but not limited to energy use/conservation programs for the property, and educate residents on the role they play in sustainable practices.
- 10. Design, implement or approve tenant retention, orientation and property familiarization programs.
- 11. Communicate routinely with tenants of the property concerning level of service and other management matters and investigate and resolve tenant complaints.
- 12. Develop, implement, and monitor, or assist in developing, implementing, and monitoring, a marketing plan for the property.
- 13. Administer the leasing and lease renewal process and/or negotiate, approve and/or execute leases, including assessing the financial impact of the lease.
- 14. Prepare, market and show leasable space.
- 15. Analyze market conditions and recommend or approve the property's rental rates.
- 16. Develop and/or implement a risk management program for the property to mitigate the property's insurable risk.
- 17. Participate in designing, implementing and/or monitoring life-safety and emergency preparedness programs for the property.
- 18. Ensure the property's compliance with government and environmental regulations.
- 19. Enforce terms of lease, recommend and/or initiate legal actions for violations of leases, contracts or governing documents, including but not limited to evictions and filing of liens.
- 20. Process and/or monitor, or approve property payables.
- 21. Process and/or monitor, or supervise property collections, including the handling of property receipts and bank deposits.
- 22. Prepare, implement and monitor annual property budgets.
- 23. Determine goals and objectives of the property owner.
- 24. Identify and recommend other sources of income for the property and implement programs accordingly.
- 25. Prepare a management plan for the property.
- 26. Prepare, analyze, and/or approve, the property's financial and operating statements and variance reports.
- 27. Establish or maintain management controls and analyze the property's performance.
- 28. Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner.
- 29. Fulfill the company's contractual obligations to clients, and take direction from clients and appointed officers as assigned.

For IREM use only:

Total Functions Performed: _____

ACoM Application

(All Sections of the Experience Report must be completed)

Applicant Name

Experience Report for PREVIOUS Commercial Management Position

Use a new page each time your title, employer, portfolio, or job responsibilities changed.

If you have already documented at least 12 months of qualifying experience, no additional experience documentation is required.

2.1 Period From (Month/Year) _____ To (Month/Year) _____

2.2 Your Title _____

2.3 Firm Name _____

2.4 Business Address _____

2.5 City/State/Zip _____

2.6 Business Telephone _____

2.7 Number of Employees Reported Directly to You _____

2.8 Titles of Employees Reported Directly to You _____

2.9 Name of Immediate Supervisor _____

2.10 Title of Immediate Supervisor _____

2.11 Portfolio That You Managed (Number of square feet and sites):

<i>Commercial Property Type</i>	<i>Sq. Ft.</i>	<i>No. of sites</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2.12 Briefly describe your duties and responsibilities and the level of authority you held over the properties managed. (Attach additional sheet only if necessary. Do not attach a resumé.)

You must perform at least 14 of the 29 functions.

- 1. Recommend or hire, manage, and evaluate on-site personnel, either directly or through others.
- 2. Participate in identifying, developing and/or monitoring staffing requirements, job descriptions, human resource policies, training and development plans, and diversity outreach initiatives.
- 3. Recommend, develop specifications, or decide which items or services are to be purchased for the property, solicit, negotiate or approve contracts for services; monitor contractor performance; and approve payment of invoices.
- 4. Perform routine property inspections and take appropriate action in accordance with established policies and procedures.
- 5. Establish or assist in maintaining, reviewing, updating, and enforcing the property's operating policies and procedures and occupancy/usage guidelines including move in/move out procedures.
- 6. Establish, monitor and/or maintain the property's record-keeping system.
- 7. Identify and/or oversee operation of building systems, supervise employees or monitor contractors who perform routine maintenance and repair work, and/or oversee or monitor planning and construction of tenant improvements, capital improvements, and/or amenity enhancements.
- 8. Schedule and monitor, or approve, preventive and routine maintenance programs for the property.
- 9. Identify, implement and monitor, or approve sustainable practices; including but not limited to energy use/conservation programs for the property, and educate residents on the role they play in sustainable practices.
- 10. Design, implement or approve tenant retention, orientation and property familiarization programs.
- 11. Communicate routinely with tenants of the property concerning level of service and other management matters and investigate and resolve tenant complaints.
- 12. Develop, implement, and monitor, or assist in developing, implementing, and monitoring, a marketing plan for the property.
- 13. Administer the leasing and lease renewal process and/or negotiate, approve and/or execute leases, including assessing the financial impact of the lease.
- 14. Prepare, market and show leasable space.
- 15. Analyze market conditions and recommend or approve the property's rental rates.
- 16. Develop and/or implement a risk management program for the property to mitigate the property's insurable risk.
- 17. Participate in designing, implementing and/or monitoring life-safety and emergency preparedness programs for the property.
- 18. Ensure the property's compliance with government and environmental regulations.
- 19. Enforce terms of lease, recommend and/or initiate legal actions for violations of leases, contracts or governing documents, including but not limited to evictions and filing of liens.
- 20. Process and/or monitor, or approve property payables.
- 21. Process and/or monitor, or supervise property collections, including the handling of property receipts and bank deposits.
- 22. Prepare, implement and monitor annual property budgets.
- 23. Determine goals and objectives of the property owner.
- 24. Identify and recommend other sources of income for the property and implement programs accordingly.
- 25. Prepare a management plan for the property.
- 26. Prepare, analyze, and/or approve, the property's financial and operating statements and variance reports.
- 27. Establish or maintain management controls and analyze the property's performance.
- 28. Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner.
- 29. Fulfill the company's contractual obligations to clients, and take direction from clients and appointed officers as assigned.

For IREM use only:

Total Functions Performed: _____

ACoM Application

Confidential Page 1 of 1

Applicant Name

Please answer the questions below.

- Yes No 1. Have you earned a high school diploma or a GED certificate?
- Yes No 2. Do you hold any of these certifications? CPM CCIM CSM PCAM RPA
If yes, please submit verification from the sponsoring organization that you are a member in good standing. (Not necessary if a CPM)
- Yes No 3. Have you earned a Bachelor's or a Master's degree with a major, minor, or concentration specifically in real estate or property management or an associate's degree in a non-residential property or real estate management program?
If yes, submit a copy of an official transcript that reflects the degree earned.

To be approved as an ACoM 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.

1. Yes No Have you been convicted of a crime?
2. Yes No Are you currently a defendant in any pending criminal proceeding?
3. 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?
4. 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?
5. 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?
6. 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?

Application Checklist

Your completed application should include:

- The completed original of pages 1 through 4 of the application plus one copy. Keep an extra copy for yourself as well.
- Three Professional References in sealed envelopes. (Letters may be submitted at a later time if not fully completed and ready to accompany application. See page 4.)
- The non-refundable application fee, which is \$80. (\$40 for current IREM Members)

If applicable:

- A copy of an official transcript that reflects a Bachelor's or a Master's degree with a major, minor, or concentration specifically in real estate or property management or an associate's degree in a non-residential property or real estate management program.
- Verification from the sponsoring organization that you are a CCIM, CSM, PCAM or RPA member in good standing.
- A written explanation if you answered yes to any of the questions 1 through 6 above.

Please read these rules and regulations before signing and submitting this ACoM 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 make or at anytime 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 and Discipline 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 am of legal age in my state or province of residence.

D. 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.

E. 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.

F. I shall pay annual dues and fees as set by the Institute and the appropriate chapter.

G. 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 anyway 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 membership.

H. The local IREM Chapter (or, if there is none, the regional vice president or other designated representative) shall be requested to verify all information herein provided.

I. Upon acceptance as an ACoM Member, a portion of my annual ACoM dues (in the amount of the current subscription rates) will be allocated for a subscription to the *Journal of Property Management*.

J. I understand that my approval for the ACoM certification, and thus approval as an ACoM Member of the Institute, will come when I meet all the requirements as outlined in this application, which I have read and fully understand, and when my application and the approval process is complete.

Signature of Applicant

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 _____

Send your application to: ACoM Application

Institute of Real Estate Management
430 North Michigan Avenue
Chicago, Illinois 60611-4090
admissions@irem.org



INSTITUTE OF REAL ESTATE MANAGEMENT

IREM® Headquarters

430 North Michigan Avenue, Chicago, IL 60611
(800) 837-0706 | www.irem.org | getinfo@irem.org

PROFESSIONAL REFERENCES FOR ARM® CERTIFICATION

To become a ACoM, you must submit three Professional References. It is highly recommended that you obtain your reference letters today so that you can get this requirement completed and it will not delay your approval as a ACoM at a later date.

The reference letter form is attached. Two of the recommendation letters must be from, in any combination: CPM® Members, ARM® Members, ACoM Members, current/former clients, or current/former employers. The remaining one should be from someone who can attest to your integrity and business reputation.

Complete the top part on each Professional Reference. The letters should be enclosed in a sealed and signed envelope when completed by your references and returned to you – as a courtesy, you might want to stamp the envelopes. Submit the returned, sealed envelopes to Membership Admissions at IREM® Headquarters.

Note: *References cannot be dated more than 12 months prior to receipt at IREM® Headquarters*

**To the individual completing this
Professional Reference:**

Thank you for agreeing to provide a reference for the person whose name appears on the front of this form. This individual has applied to become an ACCREDITED COMMERCIAL MANAGER (ACoM) Member of the Institute of Real Estate Management.

Please answer the questions in as specific and candid a manner as possible. When the form is complete:

- Place the recommendation in the envelope addressed to the applicant.
- Sign your name across the seal.
- Return the sealed envelope to the applicant. Your signature across the seal of the envelope ensures that the letter will be kept confidential.

You can be assured that the applicant will not have access to this form unless your permission is granted or unless the Institute is compelled to provide the letter by subpoena or court order. Completing this reference form is a qualified privilege which attaches and absolves you and the Institute of liability, provided your communication is made in good faith and is limited to the issue at hand.

Reference's Signature

Professional Reference

ACoM Application • Institute of Real Estate Management

Applicant's Name		Daytime Telephone Number ()	
Address			
To the individual completing this form: Please read the information on the reverse side first.			
Name of Person Completing This Form		Daytime Telephone Number ()	
Firm/Organization		Position/Job Title	
Address			
City/State/Zip			
I am: (check all that apply)			
<input type="checkbox"/> A CPM®		<input type="checkbox"/> A current or former client of the applicant <i>(Or someone hired to provide a service, i.e. a vendor)</i>	
<input type="checkbox"/> An ARM®		<input type="checkbox"/> A current or former employer of the applicant	
<input type="checkbox"/> An ACoM		<input type="checkbox"/> Other (please specify) _____	
How long have you known the applicant?			
Under what circumstances have you known the applicant?			
How would you describe the applicant's moral character and integrity, sincerity of commitment to real estate management as a profession?			
If you are a current or former employer, how do you rate the applicant's ability as a real estate manager?			
Additional comments:			
I <input type="checkbox"/> can <input type="checkbox"/> cannot recommend this applicant for the ACoM certification.			
Signature		Date	



INSTITUTE OF REAL ESTATE MANAGEMENT

IREM® Headquarters

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