

ACoM

ACCREDITED
COMMERCIAL
MANAGER

International guidelines and application

For those who manage to make a difference.™

Hi, we're IREM®

We're an international institute for property and asset managers, providing complete knowledge to solve real estate management challenges.

For over 90 years, our members have made us the world's strongest voice for all things real estate management. Today, almost 20,000 leaders in commercial and residential management call this home for learning, certifications, and networking.

We offer:

Industry-leading learning

For new and experienced managers, IREM offers courses, tools, publications, and news developed by the brightest real estate managers. Regardless of the topic, IREM offers the most complete real estate management knowledge.

Internationally recognized certifications

IREM's certifications are symbols of ethical leadership and a well-managed property worldwide. The IREM CPM® is the premier property management certification and our early-career certifications for residential and commercial managers help those starting out to develop command of the fundamentals. Property management firms may also pursue the prestigious AMO® (Accredited Management Organization) designation.

Powerful networking

IREM members make up an international community of residential, commercial, retail, and mixed-use managers. Connect with 72 U.S. Chapters and 17 International partners or network with IREM and industry leadership at the IREM Global Summit and other IREM events.

If you know real estate management, come get to know IREM.

Membership and education outside the U.S.

No matter where property managers are located, an IREM membership can help create opportunities, secure a professional advantage, and develop successful strategies in today's competitive real estate market.

Individuals from Canada have the added option to apply for an ACoM certification and take courses through one of IREM's international partnerships. Visit irem.org/international to locate an IREM representative in one of these countries.

Property managers from anywhere else have the option to apply for membership and complete the education for their chosen designation through IREM's on-demand education options.

Invest in your career

Become an ACoM

The ACoM (Accredited Commercial Manager) certification is awarded to those who meet the standards set by IREM for commercial real estate management professionals.

The ACoM certification represents excellence. Those who hold the ACoM certification believe that the investment they made in earning the certification continues to pay off.

- Employers value those who choose to develop their skills.
- The experience and knowledge you demonstrate to earn the ACoM assures employers that you possess the specialized skills they seek in commercial managers.
- Earning the ACoM will position you for advancement in your real estate management career regardless of your current level.

For those new to the field of commercial real estate management, earning the ACoM provides you with access to educational opportunities to improve your professional knowledge. As an ACoM, you're connected to all of the resources IREM offers for professional development, increased industry knowledge and career advancement. Networking at both the national and local levels puts you in touch with those who can assist with sharing experiences and solving problems — and future employment.

As a mid-level or experienced commercial real estate manager, the ACoM certification can be your first step to increased responsibilities and improved compensation. Earning your ACoM certification shows employers that you consider commercial management a career, not just a job. Demonstrating your commitment can lead to larger portfolios and greater responsibilities — all of which contribute to larger compensation packages. The ACoM certification is an entry-point to the CPM® designation.

ACoM certification requirements

Checklist

Education – Select one of these four options:			
<input type="checkbox"/> Option 1 All of these courses: <ul style="list-style-type: none">• MNT402• HRS402• MKL410• FIN402	<input type="checkbox"/> Option 2 Take CML201 or MXD201 . Or, register for the ACoM track which includes CML201 or MXD201, ethics, and the ACoM exam	<input type="checkbox"/> Option 3 Have and hold at the time of application a CPM, CCIM, CSM, PCAM, or RPA certification	<input type="checkbox"/> Option 4 Have an undergraduate or graduate degree in real estate or property management (major, minor, or concentration) or a two-year degree in a non-residential property or real estate management program
Examination Pass the ACoM certification exam			
Experience One-year (12 months) property management experience as defined by IREM			
Ethics Complete ETH001 , or ETH800 Agree to uphold the IREM Code of Professional Ethics Tip: If you plan to pursue the CPM, we recommend that you complete "Ethics for the Real Estate Manager" (ETH800) as this will also count toward the CPM ethics requirement.			
Application Submit complete application with: <ul style="list-style-type: none"><input type="checkbox"/> Any supporting documents<input type="checkbox"/> Application fee			
Ongoing Requirements <ul style="list-style-type: none"><input type="checkbox"/> Pay annual membership dues to IREM Headquarters<input type="checkbox"/> Adhere to the IREM Code of Professional Ethics			

Experience

To earn the ACoM, you must have at least 12 months of qualifying real estate management experience – managing a minimum size portfolio and performing at least 14 of 29 commercial real estate management functions on that portfolio. Use the following pages to determine if your portfolio would qualify, and to log and submit your experience with your ACoM application.

What types of commercial real estate portfolios can qualify?

Minimum requirement

Commercial property only



Type

Commercial

Units

20,000 sq. ft./1,860 sq. meters

Mixed-use commercial with rental multifamily



Type

Commercial and rental multifamily

Units

10,000 sq. ft./930 sq. meters
15 units

Mixed-use commercial with HOA and condominium associations



Type

Commercial and HOA or condo associations

Units

10,000 sq. ft./930 sq. meters
30 units

Mixed-use commercial with single-room occupancy and dormitory



Type

Commercial and single-room occupancy or dormitory

Units

10,000 sq. ft./930 sq. meters
15 units

Applying for the ACoM

Many of those who aspire to the ACoM decide to apply for pending ACoM status as the first step in their program. The major advantage of applying for the ACoM is that it provides a 20% discount on course tuition as one of the many benefits of being a member of IREM. In addition, being a member of IREM connects you with the organization and guarantees that you stay informed about your progress toward fulfilling the requirements for the ACoM certification.

Here's all you need to do to apply for the ACoM:

- Complete the ACoM application and send it to IREM Headquarters with the non-refundable application fee, which is \$100.
- Pledge to uphold the IREM Code of Professional Ethics.

You can apply for the ACoM certification at any time – before you take any of the courses, in the middle of the process, or when you have completed all of the courses and exams.

When it is complete, mail or email the application to:

Institute of Real Estate Management
Attn: International ACoM Application
430 North Michigan Avenue
Chicago, Illinois 60611-4090
USA

Tel: +1 (312) 329-6098

Fax: +1 (312) 410-7910

E-mail: international@irem.org

The ACoM is a membership certification, and as an ACoM, you are expected to pay annual fees (“membership dues”) to maintain your membership and the right to use the ACoM certification.

Vendors, suppliers, and service providers to the real estate management industry are not eligible for the ACoM.

When IREM receives your ACoM application:

- You will receive official notification of your status approval from IREM Headquarters.
- You become a member of IREM and will immediately begin to receive member benefits and services.
- You must continuously adhere to and abide by the IREM bylaws, policies, and IREM Code of Professional Ethics.
- As soon as the requirements for the ACoM are met, you will receive your ACoM certification.

Membership Benefits

Membership in IREM brings with it a broad range of benefits. Among them:

- Member discounts of up to 20% on IREM textbooks, research studies, and other publications purchased through IREM Headquarters.
- Regular electronic updates from IREM on IREM activities and events as well as industry news.
- Opportunities to network with other real estate management professionals – at IREM meetings or virtually through online forums.
- Your listing in the IREM online membership directory of professionals.
- Access to materials to promote yourself as an IREM member and ACoM.

ACoM application

Please type or print clearly in English

Last/ Family name	First/Given name	Middle name or initial	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Company name		Residence address	
Company address		Country/Postal code	
Country/Postal code		Residence telephone	
Daytime telephone		Preferred mailing address (check one): <input type="checkbox"/> Business <input type="checkbox"/> Residence	
Daytime fax number		Citizenship	Date of birth (Month/Day/Year)
Email address		Were you referred by an IREM member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who:	
Are you proficient in English? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your level of proficiency: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/> Native		List any other languages you speak and proficiency.	
Have you ever taken an IREM course(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what is your ID number? _____	
If yes, did you take any IREM course under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, under what name? _____	
If yes, what IREM courses have you completed? _____			
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 X			Date

If you hold the CPM, CCIM, CSM, PCAM, or RPA designation, you may meet the education requirement. To receive credit, attach verification from the sponsoring organization confirming that you hold the designation and are a member in good standing.					
Check here the designations for which you are attaching verification: <input type="checkbox"/> CPM <input type="checkbox"/> CCIM <input type="checkbox"/> CSM <input type="checkbox"/> PCAM <input type="checkbox"/> Not Applicable <input type="checkbox"/> RPA					
When you become an ACoM, you will receive your official ACoM certificate and pin. Your name <u>exactly</u> as it should appear on your ACoM certificate: _____					
What prompted you to apply for the ACoM? (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"/> Email
<input type="checkbox"/> Employer	<input type="checkbox"/> IREM Chapter/ Partner	<input type="checkbox"/> IREM website	<input type="checkbox"/> Internet search	<input type="checkbox"/> Professor or Instructor	<input type="checkbox"/> Telemarketing
<input type="checkbox"/> Trade publication	<input type="checkbox"/> Other				

Experience report for current position.

For Period from (month/year) _____ to (month/year) _____ current	Check the boxes below for every function you perform in the capacity of a real estate manager; a minimum of 14 is required.		
Your title	<input type="checkbox"/> 1. Recommend or hire, manage and evaluate on-site personnel, either directly or through others. <input type="checkbox"/> 2. Participate in identifying, developing and/or monitoring staffing requirements, job descriptions, human resource policies, and training and development plans. <input type="checkbox"/> 3. Recommend 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. <input type="checkbox"/> 4. Perform routine property inspections and take appropriate action in accordance with established policies and procedures. <input type="checkbox"/> 5. Establish or assist in maintaining, reviewing, updating, and enforcing the property's operating policies and procedures and occupancy/usage guidelines. <input type="checkbox"/> 6. Establish, monitor and/or maintain the property's record-keeping system. <input type="checkbox"/> 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 resident improvements, capital improvements, and/or amenity enhancements. <input type="checkbox"/> 8. Schedule and monitor, or approve, routine and preventive maintenance programs for the property. <input type="checkbox"/> 9. Identify, implement, and monitor, or approve sustainable practices; including but not limited to energy use/conservation programs for the property. <input type="checkbox"/> 10. Design, implement or approve resident retention, orientation, and property familiarization programs. <input type="checkbox"/> 11. Communicate routinely with residents of the property concerning level of service and other management matters and investigate and resolve resident complaints. <input type="checkbox"/> 12. Develop, implement, and monitor or assist in developing, implementing, and monitoring a marketing plan and/or leasing plan for the property. <input type="checkbox"/> 13. Administer the leasing and lease renewal process and/or negotiate, approve and/or execute leases, including assessing the financial impact of the lease. <input type="checkbox"/> 14. Prepare, market, and show leasable space. <input type="checkbox"/> 15. Analyze market conditions and recommend or approve the property's rental rates. <input type="checkbox"/> 16. Develop and/or implement a risk management program for the property to mitigate the property's insurable risk. <input type="checkbox"/> 17. Participate in designing, implementing and/or monitoring life-safety and emergency preparedness programs for the property. <input type="checkbox"/> 18. Ensure the property's compliance with government and environmental regulations and/or act as liaison with government or social agencies. <input type="checkbox"/> 19. Recommend and/or initiate legal actions for violations of leases, contracts or governing documents, including but not limited to evictions and filing of liens. <input type="checkbox"/> 20. Process and/or monitor, or approve, property payables. <input type="checkbox"/> 21. Process and/or monitor, or supervise, property collections, including the handling of property receipts and bank deposits. <input type="checkbox"/> 22. Prepare, implement, and monitor, annual property budgets. <input type="checkbox"/> 23. Determine goals and objectives of the property owner/association. <input type="checkbox"/> 24. Identify and recommend other sources of income for the property and implement programs accordingly. <input type="checkbox"/> 25. Prepare a management plan for the property. <input type="checkbox"/> 26. Prepare, analyze, and/or approve, the property's financial and operating statements and variance reports. <input type="checkbox"/> 27. Establish or maintain management controls and analyze the property's performance. <input type="checkbox"/> 28. Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner. <input type="checkbox"/> 29. Fulfill the company's contractual obligations to clients and take direction from clients and appointed officers as assigned.		
Company name			
Number of employees reporting directly to you			
Titles of positions reporting directly to you			
Name of immediate supervisor			
Title of immediate supervisor			
Portfolio you manage			
Commercial property type		Sq. meters	Units
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 resume/CV.)			
For IREM use only: Total number of functions performed			

Experience report for previous position.

For Period from (month/year) to (month/year)	Check the boxes below for every function you perform in the capacity of a real estate manager; a minimum of 14 is required.															
Your title	<input type="checkbox"/> 1. Recommend or hire, manage and evaluate on-site personnel, either directly or through others. <input type="checkbox"/> 2. Participate in identifying, developing and/or monitoring staffing requirements, job descriptions, human resource policies, and training and development plans. <input type="checkbox"/> 3. Recommend 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. <input type="checkbox"/> 4. Perform routine property inspections and take appropriate action in accordance with established policies and procedures. <input type="checkbox"/> 5. Establish or assist in maintaining, reviewing, updating, and enforcing the property's operating policies and procedures and occupancy/usage guidelines. <input type="checkbox"/> 6. Establish, monitor and/or maintain the property's record-keeping system. <input type="checkbox"/> 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 resident improvements, capital improvements, and/or amenity enhancements. <input type="checkbox"/> 8. Schedule and monitor, or approve, routine and preventive maintenance programs for the property. <input type="checkbox"/> 9. Identify, implement, and monitor, or approve sustainable practices; including but not limited to energy use/conservation programs for the property. <input type="checkbox"/> 10. Design, implement or approve resident retention, orientation, and property familiarization programs. <input type="checkbox"/> 11. Communicate routinely with residents of the property concerning level of service and other management matters and investigate and resolve resident complaints. <input type="checkbox"/> 12. Develop, implement, and monitor or assist in developing, implementing, and monitoring a marketing plan and/or leasing plan for the property. <input type="checkbox"/> 13. Administer the leasing and lease renewal process and/or negotiate, approve and/or execute leases, including assessing the financial impact of the lease. <input type="checkbox"/> 14. Prepare, market, and show leasable space. <input type="checkbox"/> 15. Analyze market conditions and recommend or approve the property's rental rates. <input type="checkbox"/> 16. Develop and/or implement a risk management program for the property to mitigate the property's insurable risk. <input type="checkbox"/> 17. Participate in designing, implementing and/or monitoring life-safety and emergency preparedness programs for the property. <input type="checkbox"/> 18. Ensure the property's compliance with government and environmental regulations and/or act as liaison with government or social agencies. <input type="checkbox"/> 19. Recommend and/or initiate legal actions for violations of leases, contracts or governing documents, including but not limited to evictions and filing of liens. <input type="checkbox"/> 20. Process and/or monitor, or approve, property payables. <input type="checkbox"/> 21. Process and/or monitor, or supervise, property collections, including the handling of property receipts and bank deposits. <input type="checkbox"/> 22. Prepare, implement, and monitor, annual property budgets. <input type="checkbox"/> 23. Determine goals and objectives of the property owner/association. <input type="checkbox"/> 24. Identify and recommend other sources of income for the property and implement programs accordingly. <input type="checkbox"/> 25. Prepare a management plan for the property. <input type="checkbox"/> 26. Prepare, analyze, and/or approve, the property's financial and operating statements and variance reports. <input type="checkbox"/> 27. Establish or maintain management controls and analyze the property's performance. <input type="checkbox"/> 28. Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner. <input type="checkbox"/> 29. Fulfill the company's contractual obligations to clients and take direction from clients and appointed officers as assigned.															
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For IREM use only: Total number of functions performed																

Please answer the questions below. If you answer "yes" to any of the questions, provide a detailed, written explanation on an attached sheet.

- Yes No Have you ever been involved in a reorganization for the benefit of creditors or in personal or business bankruptcy proceedings as a debtor?
- Yes No Have you ever been involved in either civil or criminal legal proceedings as a defendant in which there were allegations of fraud, misrepresentation, misappropriation of funds or property, etc.?
- Yes No Have you ever been refused bonding?
- Yes No Have you ever been subject to disciplinary action by the Institute of Real Estate Management, the National Association of Realtors®, or any other professional association?
- Yes No Have you ever had your real estate license suspended or revoked or otherwise been subject to disciplinary action by any real estate licensing agency?

Please read these rules and regulations before signing and submitting this ACoM application.

In connection with the Institute of Real Estate Management, upon submission of application for the ACoM designation, 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 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 hereby authorize the Institute to obtain credit and other similar information on or about me, and the Institute, its officers, members, employees, and agents may use such information in evaluating this application.
- G. I shall pay annual dues and fees as set by the Institute in order to retain my rights to use the ACoM certification.
- H. 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 membership.
- I. The Institute shall take necessary and appropriate steps to verify all information provided on my ACoM application.
- J. I understand that my approval for the ACoM certification, and thus approval as an ACoM of the Institute, will come when I meet all requirements and when my application and the approval process is complete.

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 **X** _____ Date _____

ACoM Application Fee

Non-refundable application fee: \$100

- Check enclosed (make payable to IREM) Money order (make payable to IREM) Visa Mastercard
 Wire transfer: American Express Discover

JP Morgan Chase Bank, N.A.
Swift Code: CHASUS33
Telex: 420120
ABA# 021000021
For credit to: Institute of Real Estate Management
Acct #756512

A copy of the wire transfer confirmation must accompany your application. To ensure proper identification, the wire transfer must include a notation that gives your name and "ACoM Application Fee." Applicant is responsible for all fees associated with transfer.

Applicant name _____

Cardholder's name _____

Card number _____ Exp. Date _____

Signature _____

Cardholder's billing address (if different from applicant)

