



# CPM<sup>®</sup> Experience Form

To earn the CPM, you must have at least 36 months of qualifying real estate management experience - managing a minimum size portfolio and performing at least 19 of 36 real estate management functions on that portfolio. Use the information below to determine if your portfolio would qualify. Once you've enrolled, use the CPM Experience Form to log and submit your experience any time before CPM graduation.

## What types of real estate portfolios can qualify?

You can manage any combination of the property types listed below. If your portfolio meets the minimum requirement for any one of the property types (e.g., you have 120,000 square feet of commercial square footage at 1 site) your portfolio qualifies. If not, read about mixed portfolios below.



### Residential property

IREM defines residential properties as apartments, condominiums, homeowners' associations, mobile homes, mobile home parks, single-family homes, hotels and motels.

#### Minimum requirement

Units	Sites <sup>1</sup>
200	1-4
100	5+



### Commercial property

IREM defines commercial property as office buildings, retail buildings, shopping centers, multi-tenant industrial property, research and development properties, and self-storage centers

#### Minimum requirement

Sq. ft.	Sites <sup>1</sup>
120,000	1
80,000	2+



### Industrial property

IREM defines industrial property as a single-tenant space.

#### Minimum requirement

Sq. ft.	Sites <sup>1</sup>
200,000	1+

## How to calculate a mixed portfolio

Perform this calculation for each property type you manage, then add up the percentages. If the total is equal to or greater than 100%, then your mixed-portfolio qualifies.

Number of units or sq. ft. you manage	÷	Minimum requirement for that property type	x 100 =	% of minimum
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#### Sample calculation

150 residential units at 1 site	÷	200 units minimum requirement	x 100 =	75%
75,000 commercial sq. ft. at 1 site	÷	120,000 sq. ft. minimum requirement	x 100 =	63%

✓ 138% This portfolio qualifies.

1) IREM defines a "site" as a property that is a geographically separate facility. If your facilities don't have geographic separation, other factors IREM may consider to establish separate sites are: separate site offices, separate site owners, or separate site financial statements. As a general rule, managing raw land or a new property under construction does not qualify for experience credit until such time as a certificate of occupancy has been granted. In addition, parking structures, including garages, lots and/or spaces, are not qualifying portfolio types



# How do I log my experience?

Once you're enrolled as a CPM candidate and you can demonstrate at least 36 months of qualifying experience, use this CPM Experience Form to log your experience and submit it for IREM approval. You must complete one form for each real estate management position you have held if you want that position to be counted towards your 36 months of qualifying experience. Keep in mind you don't need to document your entire career — just enough

to demonstrate that you have at least 36 months of qualifying real estate management experience. Your experience can be from any point in your career and does not need to be consecutive months or years.

In addition to managing a minimum portfolio, you must perform at least 19 of the 36 functions outlined on page two in order for any period of real estate management experience to qualify.

<b>Applicant name</b>		<b>Title:</b>	
<b>Period of time in which you managed the portfolio:</b>		<b>From (mm/yy):</b>	<b>To (mm/yy):</b>
<b>Company name:</b>			
<b>City:</b>		<b>State:</b>	
<b>Number of employees reporting directly to you:</b>			
<b>Titles of positions reporting directly to you:</b>			
<b>Name of immediate supervisor:</b>		<b>Title of immediate supervisor:</b>	
<b>Portfolio that you manage or managed:</b>			
<b>Number of units or sq. ft.:</b>		<b>Number of sites:</b>	
Residential _____		Residential _____	
Commercial _____		Commercial _____	
Industrial _____		Industrial _____	
<b>In a few sentences, briefly describe your role in managing the portfolio listed above.</b>			
<b>By signing this form, I am verifying all information is accurate.</b>			
<b>Signature:</b>		<b>Date:</b>	

Competency	Check all functions that you performed on the portfolio listed on page 1. A minimum of 19 is required.
Human resources management	<input type="checkbox"/> 1. Hire, manage and evaluate site personnel and/or off-site management staff or contracted management firms, directly or through others. <input type="checkbox"/> 2. Identify staffing requirements and develop, or approve, job descriptions and/or develop and monitor, or approve, human resource policies and training and development plans, and diversity outreach initiatives.
Maintenance and operations	<input type="checkbox"/> 3. Identify, implement and monitor, or approve, sustainable practices; including but not limited to energy use/conservation programs for the property. <input type="checkbox"/> 4. Determine which items or services are to be purchased for the property, prepare specifications, solicit and evaluate bids for contract services, negotiate or approve contracts, and monitor contracts. <input type="checkbox"/> 5. Oversee operation of building systems, supervise employees or monitor contractors who perform routine maintenance and repair work, and/or oversee planning and construction of tenant improvements and interior design. <input type="checkbox"/> 6. Design, implement and monitor, or approve routine and preventive maintenance programs for the property. <input type="checkbox"/> 7. Establish or maintain and enforce the property's operating policies and procedures and occupancy/usage guidelines. <input type="checkbox"/> 8. Establish, maintain and monitor adherence to, or approve, the property's record keeping system. <input type="checkbox"/> 9. Identify, analyze and implement, or approve, capital improvement or replacement programs, including but not limited to maintenance or remodeling programs and resident/tenant improvements, and amenity enhancements. <input type="checkbox"/> 10. Perform regular property inspections and take appropriate action in accordance with established policies and procedures.
Marketing and leasing	<input type="checkbox"/> 11. Design and implement, or approve, resident/tenant retention, orientation and property familiarization programs. <input type="checkbox"/> 12. Communicate routinely with occupants of the property concerning level of service and other management matters and/or investigate and resolve resident/tenant complaints. <input type="checkbox"/> 13. Administer the leasing and lease renewal process and/or negotiate or approve leases, including assessing the financial impact of the lease. <input type="checkbox"/> 14. Prepare, market and show leasable space. <input type="checkbox"/> 15. Develop, implement, and monitor a marketing plan and/or leasing plan for the property. <input type="checkbox"/> 16. Analyze market conditions and recommend, or approve, the property's rental rates.
Legal and risk management	<input type="checkbox"/> 17. Design, implement or approve life-safety and emergency preparedness programs for the property. <input type="checkbox"/> 18. Develop, implement or approve a risk management program for the property to mitigate the property's insurable risk and/or identify the property's insurable risks and recommend, secure and monitor insurance coverages. <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. Ensure the property's compliance with government and environmental regulations.
Financial operations and asset management	<input type="checkbox"/> 21. Process and/or monitor, or approve, property payables. <input type="checkbox"/> 22. Supervise property collections, including the handling of property receipts, journal entries, records of account, bank deposits, and delinquent accounts. <input type="checkbox"/> 23. Prepare, present and implement annual property budgets, including capital expenditure budgets, or review, authorize and monitor such budgets prepared by others. <input type="checkbox"/> 24. Prepare, analyze and/or approve the property's financial and operating statements and variance reports. <input type="checkbox"/> 25. Approve major deviations from the budget, exclusive of emergencies. <input type="checkbox"/> 26. 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"/> 27. Estimate and monitor the market value of the property and assess the implications that estimates of value have on the owner; determine the reasonableness of assessed value and insurable value. <input type="checkbox"/> 28. Identify, analyze and propose alternate uses of the property and implement or approve a plan to change the property's use (e.g., converting a residential building to commercial use). <input type="checkbox"/> 29. Identify, analyze, and propose property improvements relative to the future value and return on investment. <input type="checkbox"/> 30. Establish or maintain management controls and analyze the property's performance. <input type="checkbox"/> 31. Determine the goals and objectives of the property owner. <input type="checkbox"/> 32. Evaluate real estate tax assessments and recommend an appeal strategy to the owner when appropriate. <input type="checkbox"/> 33. Prepare a management plan for the property. <input type="checkbox"/> 34. Identify and recommend, or approve, other sources of income for the property and implement programs accordingly.
Client services	<input type="checkbox"/> 35. Acquire new clients, and/or establish and maintain client relationship(s). <input type="checkbox"/> 36. Fulfill the company's contractual obligations; including recommending, implementing, and managing modifications for management contracts and/or governing documents.

Submit to: [admissions@irem.org](mailto:admissions@irem.org)

Questions? Call us: 800.837.0706, or email the above address