



IREM® Certified Sustainable Property (CSP) program policy

CSP registration process

This policy outlines the procedures and requirements for registering properties for the IREM Certified Sustainable Property (CSP) certification program prior to accessing the full application.

Registration requirement

All applicants are required to complete a CSP registration for each property prior to accessing the full CSP application. Registration is mandatory for:

- New, first-time CSP certification applications
- CSP recertification applications

Applicants must register each property individually.

Registration fee

A \$99 nonrefundable registration fee is required for each property at the time of registration. The registration fee:

- Must be paid in full before the applicant can access the full CSP application
- Is nonrefundable under all circumstances
- Is separate from and does not replace the CSP application fee

Access to the full application

Once registration is completed and the registration fee has been successfully paid, the applicant will receive a confirmation email. This email will include a direct link to access the full CSP application for the registered property.

Applicants will not be able to access or submit the full application until registration and payment are complete.

November 1 deadline and extensions

CSP registrations are used as a factor when evaluating requests for extensions to the November 1 application deadline.

All applicants requesting an extension must submit the required extension request form no later than November 1. Extension requests will not be considered without a completed form.

Extension requests shall be prioritized as follows:

1. Sustainability Advisors shall receive first priority for November 1 deadline extensions.
2. After Sustainability Advisors, extension priority shall be determined by the date of CSP registration, with earlier registrations receiving higher priority.

Once all extension requests have been received, IREM will reference the date of CSP registration to determine eligibility for additional extensions beyond those granted to Sustainability Advisors.

Policy enforcement

Failure to complete CSP registration and submit payment of the registration fee will prevent access to the full CSP application and may impact eligibility for deadline extensions. No exceptions will be made to this policy.

IREM reserves the right to update the CSP registration process and associated fees at any time without prior notice.

Related policy

[IREM CSP Application Fee Policy](#)