



AMO[®] Checklist

This simple checklist outlines the steps to earning the AMO accreditation for your firm. Make sure you review all three steps below to get a full understanding of your journey, and the time and cost commitments involved.



Step 1: Identify — Time: 1 – 2 weeks, Cost: \$799

Identify a CPM in a leadership position in your company known as the Executive CPM.

- Identify a CPM in a leadership position who oversees the property management function
- CPM completes Leading a Successful Property Management Company (BDM603)



Step 2: Qualify — Time: 3 – 5 hours, Cost: \$750

Download and complete the AMO application

- Be in business as a property management firm for at least three years, without more than one name or ownership change during that time¹
- Hold a fidelity bond covering management and owners for at least 10% of the firm's gross monthly collections²
- Hold a depositor's forgery and alterations insurance policy for a minimum of \$25,000
- Verify that your firm meets at least 18 of 28 functions in managing properties (see [AMO application](#))
- Submit three confidential letters of recommendation
- Pay the \$750 non-refundable and non-transferable application fee



Step 3: Certify — Time: 1 – 2 months, Cost: \$620 plus \$110 for each branch annually

Once your application is approved, your firm is ready to certify

Congratulations! IREM will review your application and provide a decision. If approved, you can then begin using the AMO accreditation next to your firm name on professional profiles, email signatures, business cards and more.

Once approved as an AMO, you are required to maintain accreditation each year by paying annual AMO dues and having an Executive CPM. In addition, your firm must reaccredit every three years. This helps maintain the high standards that make your AMO so valuable.

- 1) Firms may be eligible despite an ownership change. Review details about this requirement in the AMO application.
- 2) Fidelity bond subject to a maximum bond of \$500,000.