

## ABOUT REIC

The Real Estate Institute of Canada (REIC) is a leader in advanced real estate education. We are an association of professionals that has been educating and certifying specialists in real estate since 1955. As such, we are strictly-governed by the Institute's Code of Professional Standards to ensure that the Institute's values are upheld for both its members and for the consumer.

## ABOUT IREM

An affiliate of the National Association of Realtors®, IREM has been a trusted source for knowledge, advocacy and networking for the real estate management community since 1933. IREM is the only professional real estate management association serving both the multi-family and commercial real estate sectors and has 80 U.S. chapters, 15 international chapters, and several other partnerships around the globe. Worldwide membership includes over 20,000 individual members and over 570 corporate members.



## BENEFITS OF CANDIDACY

As a candidate member of REIC you will benefit from:

- Discounts on REIC course tuition
- A complimentary subscription to Exchange, REIC's quarterly newsletter
- Employment opportunities through REIC's on-line career centre
- Participation in the Institute's annual conferences
- Chapter affiliation (where available) with access to local programs and services, including Chapter seminars and newsletters
- Chapter guidance and support through the candidacy process to further your career and enhance your professional recognition
- The guarantee that, regardless of future changes to the education or experiential requirements, you are "locked in" to the requirements which are in place when you become a candidate

"REIC's education, ethics and best practices lead to a higher level of professionalism that adds to your integrity, credibility, and reputation."  
- Walter Lui, FRI CPM®  
CRES

## DESIGNATION PROGRESSION

### Apply

- Submit Application
- Pay Fee
- Be a candidate for 1 year minimum

### Education

- Education Courses
- Ethics
- MPSAXM
- Certification Exam

### Experience

- 36 Months Real Estate Management Experience
- 19 of 36 items for Functions Test

### Peer Interview

- Endorsement by a fellow member

### Ethics & Standards

- Adhere to REIC Code of Professional Standards
- Adhere to IREM Code of Professional Standards

 **CPM**

# 5 Reasons to Achieve a CPM® DESIGNATION



- Position yourself for a promotion
- Market yourself to prospective employers / clients
- Broaden your range of expertise
- Enhance your professional profile
- Increase your earning potential

I achieved my CPM® credential to hold myself up to a higher standard and ensure the best results for my clients.  
Vanessa Van Dette, CPM® CRP ACoM

**CHART YOUR COURSE. ACHIEVE A CPM®.**

## APPLICATION CHECKLIST

### To expedite and avoid delays your application's processing:

- Include a non-refundable processing fee of \$405.00 plus GST/HST. Credit Card, cheque, and online payment are all accepted.
- Fill out candidacy application form
- Sign and date application form to indicate your acceptance of the Rules & Regulations.
- Include Approval for CPM® Fast Track Program Form if applying for Education Options 2, 3 or 4.



### Submit at any time before your designation is granted:

- Current resume
- Any appropriate real estate education transcripts
- Complete and have your employer sign the Experience Update Form
- Three (3) letters of recommendation.

**Who can provide a letter of recommendation and what process should be followed?**

The letters of recommendation should be completed by individuals who know you in your professional life and can attest to your integrity and business reputation.



**AFTER YOUR APPLICATION IS RECEIVED**

Once your application is received, Candidate Services will review the information. This may take up to 10 business days. If approved, you will receive your pro-rated dues invoice which must be paid before becoming a candidate. Once your dues have been received, you will become a Candidate Member. A welcome package will be sent to you within 5 business days, which includes:

- Letter of Acceptance
- Login setup information
- Information on your local chapter
- Copy of Bylaws
- Data Sheet (if applicable)

<b>Candidate Dues</b>	To maintain your candidate status, you are required during your candidacy period to pay annual REIC dues and where applicable, chapter dues. Those members holding multiple designations will be charged an incremental designation fee per designation, per year.
<b>Chapter Affiliation</b>	When you apply for candidacy, you will be welcomed by a representative from the local REIC Chapter (if applicable).
<b>Candidate Datasheets</b>	When you are accepted as a candidate and throughout your candidacy period, you will receive an updated Candidate Datasheet which will outline your current experience and your fulfillment of the qualifying educational requirements.  This report will also include all your basic candidate information according to the current REIC records. You may request a copy of this report at any time.



REIC Members are motivated by a single-minded purpose: to advance professionalism. As a community of experienced professionals committed to high ethical standards and enriched education, we are well positioned to attain this goal. REIC2600: Ethics in Business Practice is an REIC foundation course, mandatory for all candidates working towards a designation.



## EDUCATION

### *I am unsure what education option to choose, how can I decide?*

If you believe you meet the criteria for the Fast Track option 2, 3 or 4, you can submit an approval form with the necessary backup. The form can be found on our website under the CPM® Designation page. If you are approved for the Fast Track option, you will receive a payment authorization for the \$800.00 Fast Track Fee plus GST/HST. Once payment is processed, you will receive the education materials for the courses you have been exempted from.



### ETHICS

REIC 2600: Ethics in Business Practice\*

\*available in class or on-line

### EDUCATION – SELECT ONE OF FOUR OPTIONS

#### Option 1: Complete the required courses – available in classroom or by home study

MNT402: Managing the Physical Asset

HRS402: Leadership & Human Resource Essentials

MKL405: Marketing and Leasing Strategies for Multi-Family Properties

**OR**

MKL406: Marketing and Leasing Strategies for Office Buildings

FIN402: Investment Real Estate – Financial Tools

ASM600: Investment Real Estate Financing and Valuation – Part One, Two and Three

### CPM® FAST TRACK OPTION 2, 3 OR 4

#### OPTION 2: Other Designations Fast Track

Hold a CCIM, CSM, PCAM, RPA or CFM designation.

#### OPTION 3: Real Estate Degree Fast Track

Have an undergraduate or graduate degree (eg: major, minor, or concentration) in real estate or property management.

#### OPTION 4: Professional Experience Fast Track

Have 20 years of qualifying professional experience (as verified via experience reports and approved by chapter).

### MPSAXM / Management Plan – Select one of two options.

#### OPTION 1

Pass management plan skills assessment course (MPSAXM)

#### OPTION 2

Successfully complete a management plan on an actual property.

### EXAMINATION

Pass the **CPM certification exam**.

## EXPERIENCE

To obtain the CPM® designation, a minimum of three (3) years of qualifying experience, meeting minimum criteria must be met in order for the candidate to qualify for membership. The CPM® experience criteria are based on the following:

### A) The Functions Test

Activities performed by real estate managers are defined according to 36 functions (see Part 2 of Experience Update Form). You must perform 19 of the 36 functions in order to pass the functions test.

### B) The Minimum Portfolio Test

To qualify for the experience credit, you must manage a minimum portfolio, which may vary. You will qualify under the minimum portfolio test if you currently manage:

Portfolio	Number of Sites*	Portfolio Definitions
<b>Residential</b>	300 units at one site 200 units at 2-4 sites 100 units at 5 or more sites	Apartments, condominiums, homeowners associations, mobile home parks, single-family homes, hotels, and motels
<b>Commercial</b>	120,000 square feet at 1 site, or 80,000 square feet at 2 or more sites	Office buildings, retail buildings, shopping centres, multi-tenant industrial property, research and development property, and self-storage centres.
<b>Industrial</b>	200,000 square feet at 1 or more sites.	Single tenant industrial space

\*A site is considered a property that is a geographically separate facility. Where there is no geographic separation, factors to consider for establishing separate sites are separate site offices, separate owners, and separate financial statements.

### *What if I don't have all the necessary experience at the time of application?*



While you are studying, you can gain the needed experience and submit the Functions and Portfolio Test portion separately. Our Membership Services Coordinator will contact you at appropriate intervals to check in with your progress and send you data sheets that will keep you updated.

## EXPERIENCE INTERVIEW

Once you have completed your education requirements and have submitted all experience forms, the Membership Department will notify you of the next important step: the Experience Interview. A representative from your local REIC Chapter will contact you for the interview. In most cases, your interview will be conducted at your place of business.

Upon endorsement of your experience, REIC will confirm your full membership status in writing.

"REIC is an organization of like-minded people who strive to be the best they can be within their industry. The emphasis is on education staying current with the times."  
Candace Le Roux, CPM® ARM®

## ETHICS AND STANDARDS

Ethics and Standards are the cornerstone of what we do. REIC members are obligated to uphold the REIC Code of Professional Standards, and as such, conduct their professional activities in accordance with the code. The code is actively enforced – violations are processed within a defined structure, including an established peer review process which may result in disciplinary actions.

Included within this application package is the REIC Code of Professional Standards for your acceptance.

## ACHIEVING MEMBERSHIP

You will receive your designation certificate and pin when you:

- Have paid the fees as established by the Institute.
- Complete the education requirements.
- Have accumulated three (3) years of real estate experience.
- Complete the Experience Interview and are endorsed by a current REIC Member.
- Are a member of the local chapter, where applicable.

## NEED HELP?



If you need more information, require assistance completing this application, or during your term of candidacy, please contact the Membership Department. We can be reached using the following:

Toll Free: 1.800.542.REIC (7342)  
Tel: 416.695.9000 ext 270  
Email: [applications@reic.com](mailto:applications@reic.com)  
Address: Unit 500-2680 Skymark Ave.  
Mississauga, ON L4W 5L6

Like us on :  [www.facebook.com/reicnational](http://www.facebook.com/reicnational)

Follow us on :  [www.twitter.com/reicnational](http://www.twitter.com/reicnational)

Join us on:  <https://www.linkedin.com/company/real-estate-institute-of-canada>

**Designation Applying for: CPM**

Name:					
	<i>Salutation</i>	<i>First name</i>	<i>Initial</i>	<i>Last name</i>	
Company:		Position/Title:			
Address:					
City:		Province:	Postal Code:		
Telephone:	Ext:	Fax:	Cellular:		
Website:		E-mail:			
Home Address:				Preferred Language of Correspondence:	
City:	Province:	Postal Code:	<input type="checkbox"/> English <input type="checkbox"/> French*		
Telephone:	E-mail:		Year of Birth:		
★ <b>Send correspondence to:</b> <b>Business Address/Email</b> <input type="checkbox"/> <b>Home Address/Email</b> <input type="checkbox"/>					
<b>Employment History</b> - List the names and addresses of your employers for the last five (5) years.					
<b>Company</b>	<b>Address</b>	<b>Position</b>	<b>Date</b>		
<b>Post-Secondary Education</b>					
<b>Post-Secondary Name</b>	<b>City</b>	<b>Degree/Diploma</b>	<b>Year Graduated</b>		
How did you hear about REIC? (Check one)	<input type="checkbox"/> Advertising <input type="checkbox"/> Internet Search <input type="checkbox"/> Other:	<input type="checkbox"/> Catalogue/Brochure <input type="checkbox"/> REIC Chapter	<input type="checkbox"/> Colleague <input type="checkbox"/> REIC Website	<input type="checkbox"/> E-mail <input type="checkbox"/> Trade Show	<input type="checkbox"/> Employer

\* REIC strives to offer its core national services to members in French wherever possible. These core services include: telephone inquiries; general communication, such as letters and emails; and notices, memoranda and admissions materials

**To be approved as an REIC Member, you must have a known reputation for integrity, honesty and professional conduct.**

**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. This information will then be reviewed by the REIC Professional Standards Committee to determine membership eligibility.

- |  |  |
|--|--|
| 1. Have you been convicted of a crime?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are you currently a defendant in any pending criminal proceeding?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you ever been subject to disciplinary action by REIC, IREM, a licensing body (i.e. regulator), or any other professional organization?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you as a real estate professional, or any firm that you are/were a principal in, been involved in a business bankruptcy?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you or a firm that you are/were a principal in, been a defendant/respondent in an action involving alleged fraud, misrepresentation, or misappropriation of funds or property?                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**MEMBERSHIP Terms and Conditions**

- I verify that all of the information provided as part of this application process is complete and correct to the best of my knowledge and belief.
- I must provide, upon request, all additional information required by the Admissions Department as part of this application process.
- I must not present myself as being a Candidate of the Institute, and/or use any Designation for which I have not been authorized, until such time as my Candidacy has been approved.
- I must not present myself as being a Designated Member of the Institute, and/or use any Designation for which I have not been authorized, until such time as the Designation has been granted to me.
- If my Membership is not approved, a refund less the applicable administration fee, will be issued to me.
- As a requirement of Membership and in order to retain my Designation(s), I must pay the applicable National and Chapter Membership dues annually, as set by the Institute.
- As a requirement of Candidacy, I must pay the applicable National and Chapter Membership dues annually, as set by the Institute.
- The Institute may censure, suspend, expel or otherwise terminate my Candidacy or Membership. REIC, its officers, members, employees and agents may disclose its actions, in full or part, to Members and the general public.
- I must conduct my real estate activities in accordance with the REIC Code of Professional Standards (and the IREM Code of Professional Ethics, if applicable); I subscribe to the REIC official pledge; I am bound by the Bylaws of the Institute as they are now or as they may be amended from time to time subsequent to this application, as well as the decisions of the Board of Directors and/or any Committee affecting my Candidacy or Membership.

By signing below, I acknowledge that I have read, understood, and agree to the terms and conditions of Candidacy or Membership in the Institute, and that I am aware of the Membership requirements of the Designation for which I have applied.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Recommendation forms to follow  
(Check here if your letters of recommendation will be forwarded directly by referrals)





## Approval for the CPM<sup>®</sup> Fast Track Program

If you are applying to become a CPM<sup>®</sup> Candidate and have met the criteria below, you may be eligible for the CPM<sup>®</sup> fast track. This means that you have earned credit for the CPM<sup>®</sup> education requirement, exempting you from having to complete the five CPM<sup>®</sup> courses. However, you must still complete the other CPM<sup>®</sup> requirements as listed in in the application:



- REIC2600: Ethics and Business Practice
- MPSAXM or Management Plan
- CPM<sup>®</sup> Certification Exam

Name: \_\_\_\_\_

### 1. Indicate the fast track option (one only) and attach the necessary documentation:

**Other Designations Fast Track: Hold a CCIM, CSM, PCAM, CFM or RPA designation.**

- To be approved for this fast track you must submit a letter from the sponsoring organization that you hold the designation.

**Real Estate Degree Fast Track: Have an undergraduate or graduate degree with a major, minor, or concentration in real estate or property management from a regionally accredited college or university.**

- To be approved for this fast track you submit an official transcript that lists your degree with a major, minor, or concentration in real estate or property management.

**Professional Experience Fast Track: Have 20 years (240 months) of qualifying real estate management experience meeting the portfolio minimum and functions minimum as outlined in the CPM<sup>®</sup> Application.**

- To be approved for this fast track you must submit experience reports outlining your qualifying experience, which must also be approved by the National Office. Qualifying experience does not need to be consecutive months or a current position.

### 2. Select preferred track:

Once your Fast Track Fee is processed, you will receive the CPM<sup>®</sup> Course Library that includes the workbooks for the five CPM<sup>®</sup> courses. Please indicate which track you prefer:

Multi-Family Properties (MKL405) or  Office Buildings (MKL406)

### CPM<sup>®</sup> Fast Track approval fee of \$800.00 plus GST/HST

Based on the submitted documentation, once you are approved for the Fast Track, you will receive a payment authorization form from the admissions department.

Please submit to: [applications@reic.com](mailto:applications@reic.com)

## CPM Experience Update Form

### Experience Report for **CURRENT** Real Estate Management Position

Form must be completed by all applicants

PART 1: Please fill form completely	PART 2: Check the boxes below for every function you perform in the capacity of a real estate manager; a minimum of 19 is required.
<b>Name:</b>	1 <input type="checkbox"/> Hire, manage, and evaluate site personnel and/or off-site management staff or contracted management firms, directly or through others.
<b>For Period from (month/year) to (month/year)</b>	2 <input type="checkbox"/> Identify staffing requirements and develop, or approve, job descriptions and/or develop and monitor, or approve, human resource policies, training and development plans, and diversity
	3 <input type="checkbox"/> Identify, implement, and monitor, or approve, sustainable practices; including but not limited to energy use/conservation programs for the property.
<b>Your Title:</b>	4 <input type="checkbox"/> 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.
<b>Company Name:</b>	5 <input type="checkbox"/> 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.
<b>Business Address</b>	6 <input type="checkbox"/> Design, implement, and monitor or approve, routine and preventive maintenance programs for the property.
<b>City/Province/ Postal Code</b>	7 <input type="checkbox"/> Establish or maintain and enforce the property's operating policies and procedures and occupancy/usage guidelines.
	8 <input type="checkbox"/> Establish, maintain, and monitor adherence to, or approve, the property's record keeping system.
<b>Business Telephone Business Fax Number</b>	9 <input type="checkbox"/> Identify, analyze, and implement, or approve, capital improvement or replacement programs, including but not limited to maintenance or remodeling programs, resident/tenant improvements, and amenity enhancements.
<b>Number of Employees Reporting Directly to You</b>	10 <input type="checkbox"/> Perform regular property inspections and take appropriate action in accordance with established policies and procedures.
<b>Titles of Positions Reporting Directly to You</b>	11 <input type="checkbox"/> Design and implement, or approve, resident/tenant retention, orientation, and property familiarization programs.
	12 <input type="checkbox"/> Communicate routinely with occupants of the property concerning level of service and other management matters and/or investigate and resolve resident/tenant complaints.
<b>Name of Immediate Supervisor</b>	13 <input type="checkbox"/> Administer the leasing and lease renewal process and/or negotiate or approve leases, including assessing the financial impact of the lease.
<b>Title of Immediate Supervisor</b>	14 <input type="checkbox"/> Prepare, market, and show leasable space.
<b>Portfolio That You Manage</b>	15 <input type="checkbox"/> Develop, implement, and monitor, a marketing plan and/or leasing plan for the property.
<i>Number of Units or Square Feet    Number of Sites</i>	16 <input type="checkbox"/> Analyze market conditions and recommend or approve the property's rental rates.
Residential	17 <input type="checkbox"/> Design, implement, or approve life-safety and emergency preparedness programs for the property.
Commercial	18 <input type="checkbox"/> 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.
Industrial	19 <input type="checkbox"/> Recommend and/or initiate legal actions for violations of leases, contracts or governing documents, including but not limited to evictions and filing of liens.
Briefly describe your portfolio and position in a narrative form. This must be included for your application to be complete. <i>(Attach additional sheet only if necessary)</i>	20 <input type="checkbox"/> Ensure the property's compliance with government and environmental regulations.
	21 <input type="checkbox"/> Process, and/or monitor, or approve property payables.
	22 <input type="checkbox"/> Supervise property collections, including the handling of property receipts, journal entries, records of account, bank deposits, and delinquent accounts.
	23 <input type="checkbox"/> Prepare, present, and implement annual property budgets, including capital expenditure budgets, or review, authorize, and monitor such budgets prepared by others.
	24 <input type="checkbox"/> Prepare, analyze, and/or approve the property's financial and operating statements and variance reports.
	25 <input type="checkbox"/> Approve major deviations from the budget, exclusive of emergencies.
	26 <input type="checkbox"/> Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner.
	27 <input type="checkbox"/> 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.
	28 <input type="checkbox"/> Identify, analyze 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).
	29 <input type="checkbox"/> Identify, analyze, and propose property improvements relative to the future value and return on investment.
<b>Signature of candidate, verifying the accuracy of this information</b>	30 <input type="checkbox"/> Establish or maintain management controls and analyze the property's performance.
Signature _____ Date _____	31 <input type="checkbox"/> Determine the goals and objectives of the property owner.
	32 <input type="checkbox"/> Evaluate real estate tax assessments and recommend an appeal strategy to the owner when
	33 <input type="checkbox"/> Prepare a management plan for the property.
<b>Signature of CURRENT supervisor, verifying the accuracy of this information</b>	34 <input type="checkbox"/> Identify and recommend, or approve other sources of income for the property and implement programs accordingly.
Signature _____ Date _____	35 <input type="checkbox"/> Acquire new clients, and/or establish and maintain client relationship(s).
	36 <input type="checkbox"/> Fulfill the company's contractual obligations; including, recommending, implementing, and managing modifications for management

Total Number of Functions Checked \_\_\_\_\_

# CPM Experience Update Form

## Experience Report for PREVIOUS Real Estate Management Position

Form must be completed if current experience is less than 3 years (36 months)

PART 1: Please fill form completely	PART 2: Check the boxes below for every function you perform in the capacity of a real estate manager; a minimum of 19 is required.
<b>Name:</b>	1 <input type="checkbox"/> Hire, manage, and evaluate site personnel and/or off-site management staff or contracted management firms, directly or through others.
<b>For Period from (month/year) to (month/year)</b>	2 <input type="checkbox"/> Identify staffing requirements and develop, or approve, job descriptions and/or develop and monitor, or approve, human resource policies, training and development plans, and diversity
	3 <input type="checkbox"/> Identify, implement, and monitor, or approve, sustainable practices; including but not limited to energy use/conservation programs for the property.
<b>Your Title:</b>	4 <input type="checkbox"/> 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.
<b>Company Name:</b>	5 <input type="checkbox"/> 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.
<b>Business Address</b>	6 <input type="checkbox"/> Design, implement, and monitor or approve, routine and preventive maintenance programs for the property.
<b>City/Province/ Postal Code</b>	7 <input type="checkbox"/> Establish or maintain and enforce the property's operating policies and procedures and occupancy/usage guidelines.
	8 <input type="checkbox"/> Establish, maintain, and monitor adherence to, or approve, the property's record keeping system.
<b>Business Telephone Business Fax Number</b>	9 <input type="checkbox"/> Identify, analyze, and implement, or approve, capital improvement or replacement programs, including but not limited to maintenance or remodeling programs, resident/tenant improvements, and amenity enhancements.
<b>Number of Employees Reporting Directly to You</b>	10 <input type="checkbox"/> Perform regular property inspections and take appropriate action in accordance with established policies and procedures.
<b>Titles of Positions Reporting Directly to You</b>	11 <input type="checkbox"/> Design and implement, or approve, resident/tenant retention, orientation, and property familiarization programs.
	12 <input type="checkbox"/> Communicate routinely with occupants of the property concerning level of service and other management matters and/or investigate and resolve resident/tenant complaints.
<b>Name of Immediate Supervisor</b>	13 <input type="checkbox"/> Administer the leasing and lease renewal process and/or negotiate or approve leases, including assessing the financial impact of the lease.
<b>Title of Immediate Supervisor</b>	14 <input type="checkbox"/> Prepare, market, and show leasable space.
<b>Portfolio That You Manage</b>	15 <input type="checkbox"/> Develop, implement, and monitor, a marketing plan and/or leasing plan for the property.
<i>Number of Units or Square Feet    Number of Sites</i>	16 <input type="checkbox"/> Analyze market conditions and recommend or approve the property's rental rates.
Residential	17 <input type="checkbox"/> Design, implement, or approve life-safety and emergency preparedness programs for the property.
Commercial	18 <input type="checkbox"/> 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.
Industrial	
Briefly describe your portfolio and position in a narrative form. This must be included for your application to be complete. <i>(Attach additional sheet only if necessary)</i>	19 <input type="checkbox"/> 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 <input type="checkbox"/> Ensure the property's compliance with government and environmental regulations.
	21 <input type="checkbox"/> Process, and/or monitor, or approve property payables.
	22 <input type="checkbox"/> Supervise property collections, including the handling of property receipts, journal entries, records of account, bank deposits, and delinquent accounts.
	23 <input type="checkbox"/> Prepare, present, and implement annual property budgets, including capital expenditure budgets, or review, authorize, and monitor such budgets prepared by others.
	24 <input type="checkbox"/> Prepare, analyze, and/or approve the property's financial and operating statements and variance reports.
	25 <input type="checkbox"/> Approve major deviations from the budget, exclusive of emergencies.
	26 <input type="checkbox"/> Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner.
	27 <input type="checkbox"/> 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.
	28 <input type="checkbox"/> Identify, analyze 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).
	29 <input type="checkbox"/> Identify, analyze, and propose property improvements relative to the future value and return on investment.
	30 <input type="checkbox"/> Establish or maintain management controls and analyze the property's performance.
<b>Signature of candidate, verifying the accuracy of this information</b>	31 <input type="checkbox"/> Determine the goals and objectives of the property owner.
Signature _____ Date _____	32 <input type="checkbox"/> Evaluate real estate tax assessments and recommend an appeal strategy to the owner when
	33 <input type="checkbox"/> Prepare a management plan for the property.
<b>Signature of CURRENT supervisor, verifying the accuracy of this information</b>	34 <input type="checkbox"/> Identify and recommend, or approve other sources of income for the property and implement programs accordingly.
Signature _____ Date _____	35 <input type="checkbox"/> Acquire new clients, and/or establish and maintain client relationship(s).
	36 <input type="checkbox"/> Fulfill the company's contractual obligations; including, recommending, implementing, and managing modifications for management

Total Number of Functions Checked \_\_\_\_\_

Revised: 2021

## Letter of Recommendation

### *To be completed by applicant*

Applicant Name: \_\_\_\_\_ Applying for: \_\_\_\_\_ designation  
Address: \_\_\_\_\_

### *To be completed by referral*

Referral Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Company \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. I have known the applicant for \_\_\_\_\_ years.

2. Are you: Please circle: FRI CPM CRF CLO CRU CRP ARP ARM ACoM  
 Current Client / Former Client       Current / Former Employer or Supervisor  
 Other - please specify: \_\_\_\_\_

3. Under what circumstances do you know the applicant?

4. How would you describe the applicant's moral character, integrity and sincerity of commitment to real estate management as a profession?

5. If you are a current or former employer or supervisor, how do you rate the applicant's ability as a real estate manager?

6. Additional comments:

7. Would you recommend the applicant for candidacy?       YES       NO

If NO, please indicate reason:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return options: o to applicant o scan and e-mail to [applications@reic.com](mailto:applications@reic.com)**

## Letter of Recommendation

### *To be completed by applicant*

Applicant Name: \_\_\_\_\_ Applying for: \_\_\_\_\_ designation

Address: \_\_\_\_\_

### *To be completed by referral*

Referral Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. I have known the applicant for \_\_\_\_\_ years.

2. Are you: Please circle: FRI CPM CRF CLO CRU CRP ARP ARM ACoM  
 Current Client / Former Client       Current / Former Employer or Supervisor  
 Other - please specify: \_\_\_\_\_

3. Under what circumstances do you know the applicant?

4. How would you describe the applicant's moral character, integrity and sincerity of commitment to real estate management as a profession?

5. If you are a current or former employer or supervisor, how do you rate the applicant's ability as a real estate manager?

6. Additional comments:

7. Would you recommend the applicant for candidacy?       YES       NO

If NO, please indicate reason:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return options: o to applicant o scan and e-mail to [applications@reic.com](mailto:applications@reic.com)**

## Letter of Recommendation

### *To be completed by applicant*

Applicant Name: \_\_\_\_\_ Applying for: \_\_\_\_\_ designation

Address: \_\_\_\_\_

### *To be completed by referral*

Referral Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. I have known the applicant for \_\_\_\_\_ years.

2. Are you: Please circle: FRI CPM CRF CLO CRU CRP ARP ARM ACoM  
 Current Client / Former Client       Current / Former Employer or Supervisor  
 Other - please specify: \_\_\_\_\_

3. Under what circumstances do you know the applicant?

4. How would you describe the applicant's moral character, integrity and sincerity of commitment to real estate management as a profession?

5. If you are a current or former employer or supervisor, how do you rate the applicant's ability as a real estate manager?

6. Additional comments:

7. Would you recommend the applicant for candidacy?       YES       NO

If NO, please indicate reason:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return options: o to applicant o scan and e-mail to [applications@reic.com](mailto:applications@reic.com)**