



APPLICATION GUIDELINES FOR ACoM

ACCREDITED COMMERCIAL MANAGER

Candidacy Requirements

To qualify for candidacy you must:

- Be of legal age;

Enclosed with this guideline is an ACoM Candidacy Application. Be sure to include your signature, your current employer's signature, a current résumé, any real estate education transcripts and date the application. Please retain a copy of the application for your records.

If you have any questions with regard to the Application, please contact the REIC National Office Admissions Department.

When your application package is completed, please forward it with a non-refundable processing fee (\$250.00 plus GST/HST) to REIC's National Office. MasterCard, VISA and AMEX are accepted.

References

A minimum of three (3) positive references from members in good standing with the Real Estate Institute of Canada or directly related business contacts are required. (Three forms are attached).

N.B. To expedite and avoid delays in the processing of your application, please be sure to include all of the required information and application fee.

Benefits of Candidacy

As a member of REIC you will benefit from:

- Discounts on REIC course tuition and publications
- The *Journal of Property Management*, the industry's most influential and highly read journal, published by the Institute of Real Estate Management
- Employment opportunities through REIC's Employment Referral Service
- Participation in the Institute's national conference
- Chapter affiliation with access to local programs and services
- Chapter seminars and newsletters
- Chapter guidance

ONCE YOU BECOME AN ACoM CANDIDATE...

This section outlines the steps to ACoM membership. To qualify for the ACoM designation, you must meet specific experience and education criteria outlined below. Be sure to read the following guideline very carefully as it includes important information that relates directly to achieving your designation.

Candidacy Period

You will have a maximum of five years to meet the requirements for the ACoM designation.

N.B. Use of Candidate Status

It is important to note that candidates are not permitted to use the letters ACoM when representing themselves professionally. A candidate is also not permitted to use the term "Candidate" and/or "Candidacy" in any manner associated with the ACoM or REIC when offering services to the public, or otherwise to indicate to the public that the candidate is either applying for membership or is a member of the Institute or any of its chapters.

Chapter Affiliation

Affiliation with your REIC chapter provides you with networking opportunities and allows you to meet your professional colleagues. Chapters may hold educational programs, meetings and luncheons throughout the year. If you have any questions about the local chapter activities, please contact the Chapter President, Administrator or REIC National. Your chapter will notify you of scheduled chapter meetings or functions.

Education Requirements

Option 1

- REIC 2600: Ethics & Business Practice
- REIC 2260: Real Estate Investment Analysis
- IREM MNT402: Property Maintenance and Risk Management
- IREM HRS402: Human Resource Essentials for Real Estate Managers
- IREM MKL406: Marketing and Leasing Office Buildings

Option 2

- REIC 2600: Ethics & Business Practice
- Hold any one of the following certifications: CPM[®], CCIM, CSM, PCAM, RPA, CPM[®]

Option 3

- REIC 2600: Ethics & Business Practice
- Have a 2 year (e.g.: Associate Degree) undergraduate or graduate degree (Major, Minor or concentration) in real estate or property management or an associate's degree in non-residential property management or real estate program.

Examination

Certification Exam: Successful completion (based on a 70% passing score) of a Certification Exam

The Functions Test

REIC defines the activities performed by commercial managers according to 24 functions. You will pass the functions test if you perform at least 14 of the 29 functions.

The Minimum Portfolio Test

To qualify for the experience credit, you must manage a minimum portfolio of 20,000 square feet. You will qualify under the minimum portfolio test if you currently manage:

- Office Buildings, Shopping Centres, Retail Properties, Industrial Properties.
- 20,000 Square feet

ADMINISTRATION

Candidate Dues

To maintain your candidate status, you are required during your candidacy period to pay annual REIC Candidate dues as well as applicable chapter dues. Those members holding multiple designations will be charged an incremental designation fee per designation, per year.

Address Changes

If you move, change your place of employment, your telephone/fax number(s), e-mail address or website; please notify the REIC National Office immediately.

Candidate Datasheets

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 for the ACOM. 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.

Applying For Membership

Chapter Interview

One step towards membership is your chapter interview. Once you have completed the required education and experience, you will be contacted by a representative from the local REIC Chapter for an interview. In most cases, your interview should be conducted at your place of business.

If you:

- have completed the ACoM education requirements;
- have accumulated the 12 months real estate management experience;
- are a member of the local chapter (if applicable);
- have paid the fees as established by the Institute,

Upon REIC chapter approval and IREM endorsement of your application, REIC will confirm in writing your membership status

Help

If you need any information or assistance during the application period, or your term of candidacy, please do not hesitate to contact the Admissions Department. The National Office staff will be more than happy to help you whenever possible. You can reach us at:

Toll Free:	1-800-542-REIC (7342) extension 26
In Toronto:	(416) 695-9000 extension 26
Fax:	(416) 695-7230
E-mail:	designations@reic.com

Institute of Real Estate Management Code of Professional Ethics

Introduction

The purpose of this Code of Professional Ethics is to establish and maintain public confidence in the honesty, integrity, professionalism, and ability of the professional real estate manager. The Institute of Real Estate Management and its Members intend that this Code and performance pursuant to its provisions will be beneficial to the general public and will contribute to the continued development of a mutually beneficial relationship among Certified Property Manager® Members, CPM® Candidates, Accredited Residential Manager® Members, Accredited Commercial Manager Members, Associate Members, and other Members, national and international professional real estate associations and organizations, and clients, employers, and the public.

The Institute of Real Estate Management, as the professional society of real estate management, seeks to work closely with all other segments of the real estate industry to protect and enhance the interests of the public. To this end, Members of the Institute have adopted and, as a condition of membership, subscribe to this Code of Professional Ethics.

IREM Member Pledge

I pledge myself to the advancement of professional real estate management through the mutual efforts of Members of the Institute of Real Estate Management and by any other proper means available to me.

I pledge myself to maintain the highest moral and ethical standards consistent with the objectives and higher purpose of the Institute.

I pledge myself to seek and maintain an equitable, honorable, and cooperative association with fellow Members of the Institute and with all others who may become a part of my business and professional life. I recognize and support the need to preserve and encourage fair and equitable practices and competition among all who are engaged in the profession of real estate management.

I pledge myself to place honesty, integrity, and industriousness above all else and to pursue my gainful efforts with diligent study and ongoing education so that my services shall be beneficial to the general public and my obligations to my clients shall always be maintained at the highest possible level.

I pledge myself to comply with the principles and declarations of the Institute of Real Estate Management as set forth in its Bylaws, Statement of Policies, and this Code of Professional Ethics.

Article 1. Loyalty to Client, Firm, and/or Employer

A Certified Property Manager®, CPM® Candidate, Accredited Residential Manager®, Accredited Commercial Manager, or Associate Member (hereinafter referred to as MEMBER) shall at all times exercise loyalty to the interests of the client and the employer or firm with whom the MEMBER is affiliated. A MEMBER shall be diligent in the maintenance and protection of the interests and property of the employer and of the client. A MEMBER shall not engage in any activity that could be reasonably construed as contrary to the interests of the client or employer. If an activity would result in a conflict between the interests of the firm or employer and the interests of the client, then the interests of the client shall take precedence.

Article 2. Confidentiality

A MEMBER shall not disclose to a third party any confidential or proprietary information which would be injurious or damaging to a client concerning the client's business or personal affairs without the client's prior written consent, unless such disclosure is required or compelled by applicable laws and regulations.

Article 3. Accounting and Reporting

Pursuant to the terms of the management agreement, a MEMBER shall use reasonable efforts to provide accurate, auditable financial and business records and documentation concerning each asset managed for the client, which records shall be available for inspection at all reasonable times by the client. A MEMBER shall furnish to the client, at mutually agreed upon intervals, regular reports concerning the client's assets under management. A MEMBER shall not exaggerate, misrepresent, or conceal material facts concerning the client's assets or any related transaction.

Article 4. Protection of Funds

A MEMBER shall at all times serve as a fiduciary for the client and shall not commingle personal or company funds with the funds of a client or use one client's funds for the benefit of another client, but shall keep the client's funds in a fiduciary account in an insured financial institution or as otherwise directed in writing by the client. A MEMBER shall at all times exert due diligence for the maintenance and protection of the client's funds against all reasonably foreseeable contingencies and losses.

Article 5. Relations with Other Members of the Profession

A MEMBER shall not make, authorize or otherwise encourage any false or misleading comments concerning the practices of Members of the Institute of Real Estate Management. A MEMBER shall truthfully represent material facts in their professional activities. A MEMBER shall not exaggerate or misrepresent the services offered as compared with the services offered by other real estate managers. Nothing in this Code, however, shall restrict legal and reasonable business competition by and among real estate managers.

Article 6. Contracts

Any written contract between a MEMBER and a client shall be in clear and understandable terms, and shall set forth the specific terms agreed upon between the parties, including a general description of the services to be provided by and the responsibilities of the MEMBER.

Article 7. Conflict of Interest

A MEMBER shall not represent personal or business interests divergent from or conflicting with those of the client or employer and shall not accept, directly or indirectly, any rebate, fee, commission, discount, or other benefit, monetary or otherwise, which could reasonably be seen as a conflict with the interests of the client, employer or firm, unless the client or employer is first notified in writing of the activity or potential conflict of interest, and consents in writing to such representation.

Article 8. Managing the Assets of the Client

A MEMBER shall exercise due diligence in the maintenance and management of the client's assets and shall make all reasonable efforts to protect it against all reasonably foreseeable contingencies and losses.

Article 9. Duty to Former Clients and Former Firms or Employers

All obligations and duties of a MEMBER to clients, firms, and employers as specified in this Code shall also apply to relationships with former clients and former firms and employers. A MEMBER shall act in a professional manner when, for whatever reason, relationships are terminated between a MEMBER and a client and firm or employer. Nothing in this section, however, shall be construed to cause a MEMBER to breach obligations and duties to current clients and firm or employer.

Article 10. Compliance with Laws and Regulations

A MEMBER shall at all times conduct business and personal activities with knowledge of and in compliance with all applicable laws and regulations.

Article 11. Equal Opportunity

A MEMBER shall not deny equal employment opportunity or equal professional services to any person for reasons of race, color, religion, sex, familial status, national origin, age, sexual orientation, or handicap and shall comply with all applicable laws and regulations regarding equal opportunity.

Article 12. Duty to Tenants and Others

A MEMBER shall competently manage the property of the client with due regard for the rights, responsibilities, and benefits of the tenants or residents and others lawfully on the property. A MEMBER shall not engage in any conduct that is in conscious disregard for the safety and health of those persons lawfully on the premises of the client's property.

Article 13. Duty to Report Violations

Each MEMBER has a responsibility to provide the Institute of Real Estate Management with any significant factual information that reasonably suggests that another MEMBER may have violated this Code of Professional Ethics. Such information must be presented as outlined in the Institute of Real Estate Management's Bylaws and Statement of Policies.

Article 14. Enforcement

The interpretation of compliance with this Code is the responsibility of the Ethics and Discipline Committee of the Institute of Real Estate Management. Any violation by a MEMBER of the obligations of this Code and any disciplinary action for violation of any portion of this Code shall be determined and carried out in accordance with and pursuant to the terms of the Bylaws and Statement of Policies of the Institute of Real Estate Management. The result of such disciplinary action shall be final and binding upon the affected MEMBER and without recourse to the Institute, its officers, Governing Councilors, Members, employees, or agents.

Please read these rules and regulations before signing.

In connection with the Institute considering this application, I agree that:

- 1 All of the information provided by me is complete and correct to the best of my knowledge and belief.
- 2 All additional information that may be needed by the Admissions Committee shall be supplied by me upon request.
- 3 I shall conduct my real estate activities in accordance with the Code of Professional Standards of this Institute and shall also be bound by the Bylaws and Rules and Regulations 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 Board of Directors affecting my participation or membership of the Institute.
- 4 I subscribe to the official pledge of the Institute which is:
I Pledge myself to the advancement of professionalism in real estate through the mutual efforts of members of the Real Estate Institute of Canada and by any other proper means available to me.
I Pledge myself to seek and maintain an equitable, honourable and cooperative association with fellow members of the Institute and with all others who may become a part of my business and professional life.
I Pledge myself to place honesty, integrity and industriousness above all else; to pursue my gainful efforts with diligent study and dedication to the end that service to my employers and clients shall always be maintained at the highest possible level.
I Pledge myself to comply with the principles and declarations of the Real Estate Institute of Canada as set forth in their Bylaws, Regulations and Code of Professional Standards.
- 5 I shall not hold myself out to anyone as being a professionally qualified member or candidate of the Institute until such time as I have become an approved designated member of the Institute.
- 6 I agree that the Institute may censure, suspend, or expel or otherwise terminate this participation or membership, if granted, 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.
- 7 I shall pay annual dues and fees as set by the Institute, each and every year in order to maintain my membership and keep my designation
- 8 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.
- 9 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, officers, councillors, agents, employees, chapters or others who may supply information or material to the Institute, and each of them, for any act of omission of the Institute, its members, officers, councillors, employees, chapter or any others and each of them including but not in any way limited to its or their acts or omissions in granting participation or membership in the Institute, failing to grant participation or membership, or incensuring, suspending, expelling or terminating such participation or membership.
- 10 If I do not fulfil the requirements for membership within five years from the date my participation is approved, that I can no longer remain a candidate and that a new application must be submitted.
- 11 I further understand that I must be a member of the local chapter where one exists as a membership requirement.
- 12 I acknowledge that I have read and understood the conditions of membership in the Real Estate Institute of Canada and that I am aware of the membership requirements outlined on the attached sheet for the designation for which I have applied.

Name: _____

Signature: _____ Date: _____

Please return these pages along with your application, reference forms and processing fee

APPLICATION FOR CANDIDACY

ACoM



Name: *Mr/ Mrs/ Ms/ Dr* _____
 (Circle One) *First name* *Last name*

Company _____

Position/Title: _____

Address _____

City _____ Province _____

Postal Code _____ E-mail : _____

Tel: _____ Fax _____ Cellular: _____

Website: _____

Home Address _____

City _____ Province _____

Postal Code _____ Tel: _____ Birthdate _____

Home email _____

****Please refer to chart on bottom of next page for response****

Business Type _____

Business Specialty _____

Referred by: _____

One name only please

Are they an REIC Member?

Employment History

List the names and addresses of your employers for the last five (5) years.

Company	Address	Position	Date

Post-Secondary Education

Post-Secondary Name _____

Year Graduated _____ City _____

Experience History

Enter the dates (month and year) for each period of your commercial management experience for no more than one calendar year, and a new column should be used each time your title, employer, portfolio, or job responsibilities changed.

A Indicate the number of units for which you have or had responsibility.

EXAMPLE

	From	1999	20__	20__	20__	20__	20__
	To	2004	20__	20__	20__	20__	20__
Office Buildings		60					
Shopping Centres							
Retail Properties							
Industrial Properties		6					

B Indicate, with an "X" in the boxes below, your experience in each of the following areas, for each time period you have shown in the columns. NOTE: You must be performing at least 14 of the activities listed below in each time period, either personally or through the supervision of others.

1. Recommend or hire, manage and evaluate on-site personnel, either directly or through others.						
2. Participate in identifying, developing and/or monitoring staffing requirements, job descriptions, human resource policies, training and development plans, and diversity outreach initiatives						
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.						
4. Perform routine property inspections and take appropriate action in accordance with established policies and procedures.						
5. Establish or assist in maintaining, reviewing, updating, and enforcing the property's operating policies and procedures and occupancy/usage guidelines.						
6. Establish, monitor and/or maintain the property's record-keeping system.						
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 tenant improvements, capital improvements, and/or amenity enhancements.						
8. Schedule and monitor, or approve, preventive and routine maintenance programs for the property.						
9. Identify, implement, and monitor, or approve sustainable practices; including but not limited to energy use/conservation programs for the property.						

10. Design, implement, or approve tenant retention, orientation and property familiarization programs						
11. Communicate routinely with tenants of the property concerning level of service and other management matters and investigate and resolve tenant complaints						
12. Develop implement, and monitor, or assist in developing, implementing, and monitoring a marketing plan and/or leasing plan for the property.						
13. Administer the leasing and lease renewal process and/or negotiate, approve and/or execute leases, including assessing the financial impact of the lease.						
14. Prepare market and show leasable space.						
15. Analyze market conditions and recommend or approve the property's rental rates.						
16. Develop and/ or implement a risk management program for the property to mitigate the property's insurable risk.						
17. Participate in designing or implementing life-safety and emergency preparedness programs for the property.						
18. Ensure the property's compliance with government and environmental regulations.						
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						
20. Process and / or monitor property payables.						
21. Process and/or monitor, or supervise, property collections, including the handling of property receipts and bank deposits						
22. Prepare, implement, and monitor annual property budgets.						
23. Determine goals and objectives of the property owner.						
24. Identify and recommend alternate sources of income for the property and implement programs accordingly.						
25. Prepare a management plan for the property						
26. Prepare, analyze, and/or approve, the property's financial and operating statements and variance reports						
27. Establish or maintain management controls and analyze the property's performance						
28. Identify and analyze the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner						
29. Fulfill the company's contractual obligations to clients and take direction from clients and appointed officers as assigned						
Total number of tasks performed in each period						

Have you ever been involved in a reorganization for the benefit of creditors or bankruptcy proceedings as a debtor?

Yes No

Have you ever been convicted of a criminal offence, or been a defendant in civil legal proceedings where there was a finding against you, involving fraud, misrepresentation of funds or property?

Yes No

Have you ever been refused bonding? If yes, please attach a detailed explanation.

Yes No

Official Certificate Form

Please indicate, in the space below, your name as you wish it to appear on your official ACCREDITED COMMERCIAL MANAGER certificate:

(First Name)

(Initial)

(Last Name)

I agree that it is my responsibility to provide all necessary documentation for membership.

Signature _____ Date _____

Signature of a Current Employer _____
(If self-employed, please state)

Please submit a detailed resume of your real estate experience

References

Please submit three (3) forms from members of the Institute or other professionals who are acquainted with your specialty field and whom the Institute may contact for a written reference. For your convenience forms are provided.

Member Demographics - Business Type & Specialty

Please refer to this chart for your response for your "Business Type" and your area of specialty

Categories for Business Type

Appraisal
Condominiums
Development
Finance/Mortgages
Industrial
Housing Management
Insurance
Leasing
Legal
Property Management
Sales & Brokerage

Categories for Specialty

Acquisition	Buyer representation
Commercial	Condominium
Consulting	Fee Management
ICI (Industrial, Commercial, Investment)	Marketing
Land	Mortgage Administration
Mortgage Administration	Mortgage Brokerage
Mortgage Insurance	Mortgage Underwriting
Office	Public Housing
Residential	Retail
Shopping Centre	

Confidential Form of Recommendation

PLEASE RETURN TO THE MEMBERSHIP DEPARTMENT AT REIC NATIONAL
FAX: 416-695-7230

Applicant Name _____

Referral Name _____

Company _____ Position _____

Address _____

City _____ Province _____

Postal Code: _____ Tel: _____ Fax _____

Email _____

Please answer the following questions and return this form to our attention at your earliest convenience. Please be assured that the information which you provide is strictly confidential.

1. I have known the applicant for () years.

2. The circumstances through which the applicant is known to you are:

Friend	()	Former Supervisor	()
Relative	()	Current Employer	()
Business Associate	()	Former Employer	()
Current Supervisor	()	Other - Please specify	()

3. Outline your opinion as to the applicant's character and/or business reputation.

4. If ever an employee/partner, give full details of employment record:

5. Would you recommend the applicant for candidacy? YES () NO ()

If NO, please indicate reason:

.

DATE: _____

SIGNATURE: _____

Confidential Form of Recommendation

PLEASE RETURN TO THE MEMBERSHIP DEPARTMENT AT REIC NATIONAL
FAX: 416-695-7230

Applicant Name _____
Name _____
Company _____ Position _____
Address _____
City _____ Province _____
Postal Code: _____ Tel: _____ Fax _____
Email _____

Please answer the following questions and return this form to REIC at your earliest convenience. Please be assured that the information which you provide is strictly confidential.

- I have known the applicant for () years.
- The circumstances through which the applicant is known to you are:

Friend	()	Former Supervisor	()
Relative	()	Current Employer	()
Business Associate	()	Former Employer	()
Current Supervisor	()	Other - Please specify	()
- Outline your opinion as to the applicant's character and/or business reputation.
- If ever an employee/partner, give full details of employment record:
- Would you recommend the applicant for candidacy? YES () NO ()
If NO, please indicate reason:

DATE: _____

SIGNATURE: _____

Confidential Form of Recommendation

PLEASE RETURN TO THE MEMBERSHIP DEPARTMENT AT REIC NATIONAL
FAX: 416-695-7230

Applicant Name _____

Referral Name _____

Company _____ Position _____

Address _____

City _____ Province _____

Postal Code: _____ Tel: _____ Fax _____

Email _____

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Relative	()	Current Employer	()
Business Associate	()	Former Employer	()
Current Supervisor	()	Other - Please specify	()

3. Outline your opinion as to the applicant's character and/or business reputation.

4. If ever an employee/partner, give full details of employment record:

5. Would you recommend the applicant for candidacy? YES () NO ()
If NO, please indicate reason:

DATE: _____

SIGNATURE: _____

