



APPLICATION GUIDELINES FOR CLO

CERTIFIED LEASING OFFICER



Candidacy Requirements

To qualify for candidacy you must:

- Be of legal age;
- Be actively engaged in commercial leasing for at least 50% of your working day, as defined by REIC

Enclosed with this guideline is a CLO Candidacy Application. Be sure to include your signature, your current employer's signature, a current resume 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.

Chapter Interview

The next step towards candidacy is your chapter interview. Following REIC's receipt of your application, you will be contacted by a representative from the local REIC Chapter for an interview. Your interview should be conducted at your place of business.

Upon chapter endorsement of your application, REIC will confirm your candidacy status in writing.

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 REIC candidate you will benefit from:

- Discounts on REIC course tuition
- Employment opportunities through REIC's Employment Referral Service
- Participation in the Institute's national and regional conferences
- Chapter affiliation with access to local programs and services
- Chapter seminars and newsletters
- Chapter guidance

ONCE YOU BECOME A CLO CANDIDATE...

This section outlines the steps to CLO membership. To qualify for the CLO 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 CLO designation.

N.B. Use of Candidate Status

It is important to note that candidates are not permitted to use the letters CLO when representing themselves professionally. A candidate is also not permitted to use the term "Candidate" and/or "Candidacy" in any manner associated with the CLO 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

To meet the educational requirements for the CLO, you must successfully complete the following courses or equivalent:

CLO COURSES

REIC 2260: Real Estate Investment Analysis	University/College Elective
REIC 2600: Ethics and Business Practice	Real Estate Law or Business Law
REIC 2360: The Leasing Process	Real Estate Valuation
REIC 2361: Negotiation & Documentation	

Transcripts

Please note that it is your responsibility to submit to REIC's Admissions Department certified copies of all documentation and transcripts showing your successful completion of required courses.

If you have completed an equivalent REIC course at a university or approved college, and you wish to apply for credit toward the CLO educational requirements, it is your responsibility to submit certified transcripts.

Candidates who have completed a post secondary course which they believe to be equivalent may challenge the course equivalency. Written submissions must be directed to the Education Department and must include the official transcript and course description. A fee of \$60.00 plus GST/HST is required – this fee is waived for candidates.

Experience

Three years of creditable experience, meeting minimum criteria must be met in order for the candidate to qualify for membership.

N.B.: There may be cases where individuals are involved in work which, although not directly covered by the Experience History Form, may be considered by the Admissions Committee. Explanatory notes should be provided in such cases. Partial credit may then be given at the discretion of the Admissions Department.

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 CLO. 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.

If you:

- have completed the CLO education requirements;
- have accumulated three years of real estate experience as defined by REIC
- are a member of the local chapter;
- have paid the fees as established by the Institute,

then you are eligible for membership.

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

RULES AND REGULATIONS

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 Department 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 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 candidacy 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 candidacy 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 dues and fees as set by the Institute, each and every year in order to maintain my membership and retain 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 candidacy or membership in the Institute, failing to grant candidacy or membership, or incensuring, suspending, expelling or terminating such candidacy or membership.
- 10 If I do not fulfil the requirements for membership within five years from the date my candidacy is approved, I understand 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 this page along with your application, reference forms and processing fee.

Experience History

List the percentage of your time during a normal work week that was spent in relation to:

Number of months engaged	Calendar Year				
	20__	20__	20__	20__	20__
Leasing	%	%	%	%	%
Lease Administration & Management/	%	%	%	%	%
Related real estate activities (attach explanation)	%	%	%	%	%
Number of staff directly supervised/					

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

Yes No If yes, please attach a photocopy.

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?

Yes No

I agree that it is my responsibility to provide all necessary documentation for membership (i.e. Copies of transcripts, photocopy of license, etc.)

I wish to receive correspondence and my certificate in ENGLISH

Je voudrais recevoir ma correspondance et mon certificat en FRANÇAIS

I hereby certify that the information provided is true and correct as of the date of this application.

Signature _____ Date _____

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

Please submit a resume detailing 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)	
Land	Marketing
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

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.

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 _____

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: _____

