



APPLICATION GUIDELINES FOR CPM® CERTIFIED PROPERTY MANAGER®



Candidacy Requirements

To qualify for candidacy you must:

- Be of legal age;

Enclosed with this guideline is an CPM® 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 (\$350.00 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

The CPM®, CERTIFIED PROPERTY MANAGER®, the CPM® key logo and IREM® are federally registered trademarks of the Institute of Real Estate Management (IREM) headquartered in Chicago.

ONCE YOU BECOME A CPM® CANDIDATE...

This section outlines the steps to CPM® membership. To qualify for the CPM® 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 ten years to meet the requirements for the CPM® designation.

N.B. Use of Candidate Status

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

Education

There are three available options for completing the education requirements for the CPM® designation

Option 1

Ethics	REIC 2600: Ethics and Business Practice
Finance	1. REIC 2260: Real Estate Investment Analysis 2. REIC 2350: Finance in the Real Estate Context
IREM Courses	1. MNT402: Property Maintenance and Risk Management 2. HRS402: Human Resource Essentials for Real Estate Managers 3. MKL405: Marketing & Leasing Strategies for Multifamily Properties OR MKL406: Marketing & Leasing Strategies for Office Buildings 4. MPSAXM or Management Plan

Option 2

Ethics	REIC 2600: Ethics and Business Practice
IREM Courses	MPSAXM or Management Plan

Professional Designation	Hold a CCIM, CSM, PCAM or RPA
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Option 3

Ethics	REIC 2600: Ethics and Business Practice
IREM Courses	MPSAXM or Management Plan
University Degree	Have an undergraduate or graduate degree in real estate or property management

Examination

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

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

REIC defines the activities performed by real estate managers according to 35 functions (see Part 2 of application 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 with the number of sites you manage:

Residential: 300 units at one site
200 units at 2-4 sites
100 units at 5 or more sites

Commercial: 120,000 square feet at 1 site
80,000 square feet at 2 or more sites

Industrial: 200,000 square feet at 1 or more sites

Portfolio Definitions

You can manage any combination of property types listed here, as long as your combined portfolio meets the minimum requirement.

Residential: apartments, condominiums, homeowners associations, mobile home parks, single-family homes, hotels, and motels.

Commercial: office buildings, retail buildings, shopping centres, multi-tenant industrial property, research and development property, and self-storage centres

Industrial: single tenant industrial space

Site: 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.

Home Study Options

While the entire CPM[®] program cannot be completed by Home Study, there are a number of correspondence options available. Candidates have six months to complete the courses and must submit a home study exam for marking (no exam submission required for University of Waterloo Ethics course).

REIC 2600: Ethics and Business Practice : Equivalent available by correspondence from the University of Waterloo, PHIL 215, Professional & Business Ethics, (tel) 519-885-1211, ext 4002. (IREM Ethics video must be viewed.)

MNT402: Property Maintenance and Risk Management

HRS402: Human Resource Essentials for Real Estate Managers

MKL405: Marketing and Leasing Strategies for Multi-Family Properties

MKL406: Marketing and Leasing Strategies for Office Buildings

To enrol in any of the home study courses listed above, contact REIC national at 1-800-542-7342 or visit www.reic.ca/education/homestudy.html

The University of British Columbia offers correspondence equivalents to some of the above. Completion of the UBC Urban Land Economics Diploma would exempt you from REIC 2260, REIC 2350, and REIC 2600 (except the IREM ETH800 video). A separate UBC course, Mortgages: A Real Estate Finance Course would exempt you from REIC 2260 and REIC 2350.

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 CPM®. 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 CPM® education requirements;
- have accumulated three years of real estate experience as defined by REIC;
- are a member of the local chapter;
- have completed the required one year candidacy period;
- 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 Councillors, 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 ten 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

CPM[®]



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 _____

Degree/Diplôme _____ Date _____

CPM[®] APPLICATION EXPERIENCE CREDIT FORM

PART ONE

Column No. 1 2 3 4 5 6 7 8 9 10

Instructions: Indicate your management experience in the columns below by marking as indicated in the appropriate boxes. Begin with your current experience in column one (1). No column should be used for more than a twelve (12) month period.

20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs	20 _____ _____ MOs
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1. Indicate buildings for which you had primary management responsibility:

a. houses or attached houses (units)	# of Sites										
b. apartment buildings (units)	# of Sites										
c. condominiums (units)	# of Sites										
d. office buildings (sq. ft.)	# of Sites										
e. retail buildings (sq. ft.)	# of Sites										
f. industrial/other	# of Sites										

2. Give approximate gross annual income of these properties:

a. houses or attached houses (units)											
b. apartment buildings (units)											
c. condominiums (units)											
d. office buildings (sq. ft.)											
e. retail buildings (sq. ft.)											
f. industrial/other											

3. On a separate sheet of paper, please prepare a narrative report summarizing your responsibilities for the portfolio you managed for each year. (Please do not exceed one page).

PART TWO

Column No. 1 2 3 4 5 6 7 8 9 10

Indicate your management experience by marking "yes" or "no" in the appropriate boxes below. Begin with your current experience in column one (1). No column should be used for more than a twelve (12) month period. During each period did you:	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs	20____ ____MOs
1. Hire, manage, and evaluate, site personnel, and/or off-site management staff, or contracted management firms, directly or through others.										
2. 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 outreach initiatives.										
3. Identify, implement and monitor, or approve, energy use/ conservation programs for the property.										
4. 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.										
5. 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.										
6. Design implement and monitor, or approve, preventative maintenance programs for the property.										
7. Establish or maintain and enforce the property's operating policies and procedures and occupancy/usage guidelines.										
8. Establish, maintain, and monitor adherence to, or approve, the property's record keeping system.										
9. 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.										
10. Perform regular property inspections and take appropriate action in accordance with established policies and procedures.										
11. Design and implement, or approve, resident/tenant retention, orientation and property familiarization programs.										
12. Communicate routinely with occupants of the property concerning level of service and other management matters and/or investigate and resolve resident / tenant complaints.										
13. Administer the leasing and lease renewal process and / or negotiate or approve leases, including assessing the financial impact of the lease										
14. Prepare, market, and show leasable space.										
15. Develop, implement, and monitor a marketing plan and/or leasing plan for the property.										

16. Analyze market conditions and recommend or approve the property's rental rates.											
17. Design, implement ,or approve life-safety and emergency preparedness programs for the property.											
18. 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.											
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. Ensure the property's compliance with government and environmental regulations.											
21. Process, and/ or monitor, or approve property payables.											
22. Supervise property collections, including the handling of property receipts, journal entries, records of account, bank deposits, and delinquent accounts.											
23. Prepare, present and/or implement annual property budgets, including capital expenditure budgets, or review, authorize and monitor such budgets prepared by others.											
24. Prepare, analyze or approve the property's financial and operating statements and variance reports.											
25. Approve major deviations from the budget, exclusive of emergencies.											
26. Identify, and analyze alternate the property's financial requirements and financing options, and/or replacement reserve requirements, and recommend funding sources to the owner.											
27. Estimate and monitor the market value of the property and assess the implications that estimates of value have for the owner; determine the reasonableness of assessed value.											
28. 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. Identify, analyze, and propose property improvements relative to the future value and return on investment.											
30. Establish or maintain management controls and analyze the property's performance.											
31. Determine the goals and objectives of the property owner.											
32. Evaluate real estate tax assessments and recommend an appeal strategy to the owner when appropriate.											

33. Prepare a management plan for the property											
34. Identify and recommend, or approve other sources of income for the property and implement programs accordingly.											
35. Acquire new clients, and/or establish and maintain client relationship(s).											
36. Fulfill the company's contractual obligations; including, recommending, implementing, and managing modifications for management contracts and/or governing documents											
<p>Signature of Applicant _____ Signature of Supervisor _____ Please attach a business card</p> <p>Firm Name _____ Supervisors Position in Firm _____</p>											
Total Tasks											
<i>This section for use by Committee only</i>											

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 CPM® 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)	
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

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 _____

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: _____

