



# CPM Application for International Applicants Poland

Please type or print clearly all information

1. Family Name		First Name	Middle Initial
2. Company Name		8. Residence Address	
3. Company Address		9. Country/Postal Code	
Company Address cont.		10. Residence Telephone	
4. Country/Postal Code		11. Date of Birth (Month/Day/Year)	
5. Daytime Telephone		12. Citizenship	13. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
6. Daytime Fax Number		14. Preferred Mailing Address (check one): <input type="checkbox"/> Residence <input type="checkbox"/> Business	
7. E-mail Address			

15. Were you referred by an IREM Member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who: _____
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16. Have you ever taken an IREM course(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is your ID number? _____
If yes, did you take any IREM course under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name? _____
If yes, what IREM courses have you completed? _____

<b>17. Real Estate License</b> Check one: <input type="checkbox"/> I have a real estate license and it is enclosed. <input type="checkbox"/> A real estate manager is not required to have a license in the country in which I reside and do business.
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<b>18-1. Name and Signature of Immediate Supervisor:</b> This verifies the accuracy of the information on this application as to the applicant's current responsibilities.	Name
	Signature <b>X</b>

<b>18-2. Signature of Applicant:</b> Your signature verifies the accuracy of the information on this application.	
Signature <b>X</b>	Date



# CPM Application for International Applicants

Applicant Name \_\_\_\_\_

**19.** If you hold the CCIM, RPA, CSM or PCAM designation, you can meet the education requirement and only need to complete IREM course BDM602 and ETH800.

**Check here the designations for which you are attaching verification:**

CCIM       RPA       CSM       PCAM

To receive credit, attach verification from the sponsoring organization confirming that you hold the designation and are a member in good standing.

**20.** If you have a Bachelor's/undergraduate or Master's/graduate degree in real estate or property management (major, minor or concentration/emphasis) from an accredited college or university, you can meet the education requirement and only need to complete IREM course BDM602 and ETH800.

**Check here the degree credit for which you are attaching a transcript(s):**

Bachelor's/Undergraduate degree in: \_\_\_\_\_

Master's/Graduate degree in: \_\_\_\_\_

To receive credit, attach a copy of an official transcript indicating the degree earned.

**21. Please answer the questions below.** If you answer "yes" to any of the questions, provide a detailed, written explanation below.

21.1  Yes    No      Have you ever been involved in a reorganization for the benefit of creditors or in personal or business bankruptcy proceedings as a debtor?

21.2  Yes    No      Have you ever been involved in either civil or criminal legal proceedings as a defendant in which there were allegations of fraud, misrepresentation, misappropriation of funds or property, etc.?

21.3  Yes    No      Have you ever been refused bonding?

21.4  Yes    No      Have you ever been subject to disciplinary action by the Institute of Real Estate Management, the National Association of REALTORS®, or any other professional association?

21.5  Yes    No      Have you ever had your real estate license suspended or revoked or otherwise been subject to disciplinary action by any real estate licensing agency?

**22. CPM Certificate**

When you become a CPM member, you will receive your official CPM certificate.

Your name as it should appear on your CPM certificate:

\_\_\_\_\_

# CPM Application for International Applicants

## 23. Experience Report for CURRENT Position

<b>23.1</b> For Period from (month/year) _____ to (month/year) _____									
<b>23.2</b> Your Title _____									
<b>23.3</b> Firm Name _____									
<b>23.4</b> Number of Employees Reporting Directly to You _____									
<b>23.5</b> Titles of Positions Reporting Directly to You _____									
<b>23.6</b> Name of Immediate Supervisor _____									
<b>23.7</b> Title of Immediate Supervisor _____									
<b>23.8</b> Portfolio That You Manage									
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Commercial: <i>Square Meters</i> _____		_____							
Industrial: <i>Square Meters</i> _____		_____							

**23.10** Check the boxes below for every function you perform in the capacity of a real estate manager; a minimum of 19 is required.

- 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 and training and development plans.
- 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, preventive 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.** Routinely communicate 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.

23.9 Briefly describe your portfolio and position in a narrative form. This must be included for your application to be complete. (Attach additional sheet only if necessary)

- 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 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 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 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 on the owner; determine the reasonableness of assessed value.
- 28. Identify, analyze and propose 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 alternate sources of income for the property and implement programs accordingly.
- 35. Acquire new clients, and /or establish and maintain client relationships (s)
- 36. Fulfill the company's contractual obligations; including, recommending, implementing, and managing modifications for management contracts and/or governing documents.

For IREM use only: Total Functions Performed **0**

# CPM Application for International Applicants

## 24. Experience Report for PREVIOUS Position

<b>24.1</b> For Period from (month/year) _____ to (month/year) _____								
<b>24.2</b> Your Title _____								
<b>24.3</b> Firm Name _____								
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<b>24.5</b> Titles of Positions Reporting Directly to You _____								
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  - 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.
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For IREM use only: Total Functions Performed **0**

**Confidential Letter of Recommendation**  
**CPM® Application**  
**Institute of Real Estate Management**

To the individual completing this form: Please read the information on the reverse side first.

Applicant Name	
Address	
Name of Person Completing This Form	
Position/Title	Firm/Organization
Address	
Country/Postal Code	Daytime Telephone Number
E-mail Address	
Are you: <input type="checkbox"/> a CPM®? <input type="checkbox"/> a client or former client of the applicant? <input type="checkbox"/> an employer or former employer of the applicant?	
How long have you known the applicant?	
Under what circumstances have you known the applicant?	
How would you describe the applicant's moral character, integrity, and sincerity of commitment to real estate management as a profession?	
If you are a current or former employer, how do you rate the applicant's ability as a real estate manager?	
Additional comments:	
I <input type="checkbox"/> can <input type="checkbox"/> cannot recommend this applicant for the CPM® designation.	
Signature	Date
<b>X</b>	

**To the individual completing this Confidential Letter of Recommendation:**

Thank you for agreeing to provide a reference for the person whose name appears on the front of this letter. This individual has applied to become a CERTIFIED PROPERTY MANAGER® with the Institute of Real Estate Management.

Please answer the questions in as specific and candid a manner as possible. When the form is complete, place the recommendation in an envelope addressed to the applicant, write your name across the seal, and return it to the applicant. Your signature across the seal of the envelope ensures that the letter will be kept confidential.

You can be assured that the applicant will not have access to this letter unless your permission is granted or unless the Institute is compelled to provide the letter by subpoena or court order. Completing this recommendation is a qualified privilege which attaches and absolves you and the Institute of liability, provided your communication is made in good faith and is limited to the issue at hand.