

INSTITUTE OF REAL ESTATE MANAGEMENT

GREATER PHOENIX CHAPTER

PROGRAM GUIDELINES



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INDUSTRY PARTNER PROGRAM

WHO WE ARE:

Institute of Real Estate Management (IREM®) is a worldwide Association of more than 20,000 members engaged in the field of property management, who have met stringent requirements in the areas of education, experience, and commitment to a code of ethics. It is the only professional association committed to serving all property types, including commercial, retail, and residential. IREM awards four nationally recognized designations to qualified individuals and organizations

- Certified Property Manager® (CPM®)
- Accredited Residential Manager® (ARM®)
- Accredited Commercial Manager® (ACoM®)
- Accredited Management Organization® (AMO®)

INDUSTRY PARTNER PROGRAM DESCRIPTION:

The Industry Partner program enables vendors to increase their exposure to real estate managers who are members of the IREM Greater Phoenix Chapter. IREM Greater Phoenix encourages its members to look to Industry Partners to provide a valuable resource of licensed, insured, and reputable vendors whose credentials have been reviewed by the local Chapter and whose members recommend the provider.

The Industry Partner program provides recommended vendors the opportunity to acquire quality leads and continuous exposure to approximately 300 local IREM Greater Phoenix members through a variety of educational programs and networking events scheduled throughout the year. IREM members manage a variety of properties, including commercial, medical, incubator buildings, and multi-family properties, as well as retail.

Industry Partners of the IREM Greater Phoenix Chapter are invited to attend various networking events, which allow them exclusivity when interfacing with property management professionals. Only vendors participating in the program may attend. Vendors interested in the program and a preview may be invited to a meeting, recommended by a member; reservations are required. The number of prospects permitted at an event may be limited.

Industry Partners have a dedicated page on the IREM Greater Phoenix website. They are included in chapter communications, allowing IREM members to learn more about their service and to contact a representative easily. For more information on the Greater Phoenix Chapter's Industry Partner program, contact info@iremphx.org | (602) 253-1852.

INDUSTRY PARTNER PROGRAM

The Greater Phoenix Industry Partner program helps fund the IREM Foundation which provides educational scholarships to IREM members.

INDUSTRY PARTNERS - \$3,500 ANNUAL FEE

- Logo linking to the business on the home page of the IREM Greater Phoenix website
- One (1) complimentary lunch ticket at luncheons and reserved seating at luncheons
- Trade Show booth and sponsorship of two (2) company attendees, contribution to raffle, and event criteria
- Access to the Chapter website and membership listing
- Sponsorship opportunities and recognition at events and educational courses
- Promotional space for company materials/business cards at events
- Email blast of IREM Greater Phoenix events
- Recognition on social media avenues
- Participation and contribution in the Industry Partner Incentive Program
- Webinar opportunities to promote training and educational services to IREM members (this is not a company solicitation of your products or services)

Note: IREM Golf Tournament and Economic Forecast are ala carte.



INDUSTRY PARTNER PROGRAM

PROGRAM GUIDELINES:

The Greater Phoenix Chapter of the Institute of Real Estate Management (IREM®) is offering a select group of companies the opportunity to join the IREM Greater Phoenix Industry Partner Program. Below are key highlights outlining what it means to participate as an Industry Partner in this exclusive initiative.

ELIGIBILITY:

An Industry Partner must be a company that has been in business in Arizona for a minimum of two (2) years. The annual Program is limited to a maximum of three (3) companies in the same service area. IREM Greater Phoenix has the right, for any reason, to cancel an Industry Partner's participation at any time. Internal monitoring of the quality of services and products provided by an Industry Partner will be performed by IREM members. Unresolved issues may lead to the permanent cancellation of a company's participation. Issues brought to the Industry Partner Committee's attention will be reviewed, and if applicable, recommendations will be made to the Board of Directors for appropriate action.

REPRESENTATION:

An employee of the company will serve as the primary contact. The primary contact (or their substitute) will receive a complimentary registration to each Chapter luncheon during the year, providing written or online registration for the event is received by the published registration deadline. The primary contact may be changed at any time during the program year by written notice to the Greater Phoenix Chapter. Other employee representatives of the company may attend events for an additional cost for the event.

BENEFITS:

In addition to the prestige of being a participant in this program, additional benefits include recognition at meetings and events, non-exclusive exhibit space at monthly meetings, exhibitor space at the annual Industry Partner Trade Show, listing with logo on IREM's website under the Industry Partner section, recognition in social media avenues, opportunity to network and serve on committees with IREM members, access to IREM member directory and event attendee lists, opportunities to sponsor events, education courses, and assist with community service efforts with IREM.

INDUSTRY PARTNER PROGRAM EXPECTATIONS:

Active engagement in our committees. Join an IREM committee to help connect you with other property managers.

- Invite your clients to an IREM event. We encourage you to bring your outside clients to an event so they can see firsthand what being an IREM member includes.
- Participation in our events.

The Industry Partner would expect to attend as many of our events as possible. We ask that our Industry Partners sponsor at least two (2) events per year. Some of the events we expect to see full participation and criteria:

- IREM|CCIM Economic Forecast (vendor sponsorship is open to outside vendors after IREM and CCIM partners get first choice of sponsorship opportunities)
- Golf Tournament (no more than 3 vendors may sponsor the golf tournament in a category; vendor sponsorship is open to outside vendors after IREM partners get first choice of sponsorship opportunities)
- Industry Trade Show (no outside vendors may participate)
- Social events (no outside vendors may participate)

IREM Greater Phoenix Industry Partners may not send third-party contractors or representatives to attend IREM events in their place. All representatives present must be direct employees of the Industry Partner company and attend to represent their own business interests only.

We regularly assess Industry Partner participation throughout the year. To remain in good standing, ongoing engagement is expected. Limited involvement may affect the future renewal of your partnership.

PROGRAM TERM:

Participation in the Industry Partner Program is based on a calendar year. Industry Partners that are approved after June will be eligible for a proration of the program fee. Continued participation in subsequent years requires the program fee payment that is received by the applicable deadline. Participation in the current year does not guarantee renewal in subsequent years. IREM Greater Phoenix reserves the right to eliminate or revise the program at any time.

APPLICATION PROCESS:

A "Complete" application consists of 1) the Application Form, 2) supporting documentation as outlined on the Application Checklist, and 3) Payment of the program fee once approved by the Board of Directors. Complete applications are reviewed and investigated initially by the Industry Partner Chair before a recommendation is made to the Board of Directors for final approval.

INDUSTRY PARTNER PROGRAM

PLEASE READ THE FOLLOWING PROGRAM DETAILS:

- I understand the application submittal does not guarantee acceptance into the program.
- I understand that only complete applications are considered, and a delay in sending supplemental documents may delay application approval.
- I understand that if approved, I may use the IREM Industry Partner logo and may be able to market my company as an IREM Industry Partner, but I may not represent myself as an IREM member.
- I understand that Industry Partners are required to offer competitive, quality, and ethical services.
- I understand that a member may file a written complaint about an Industry Partner that fails to provide competitive, quality, or ethical services during their participation in the Industry Partner program.
- I understand that any Industry Partner receiving two (2) written complaints regarding failure to provide competitive, quality, and ethical services may be removed from the program with no expectation of a refund.
- I understand that involvement in the IREM Industry Partner program grants my company exposure and networking opportunities with property managers. I further understand that IREM does not guarantee new business based on those opportunities.
- I understand that only one (1) employee from my company may attend a member luncheon at no charge. Additional employees from my company will pay the member luncheon cost.
- I understand that Industry Partner contracts are based on a fiscal year. I will be invoiced 45-60 days before my renewal, and renewal payment is required on or before the renewal date to secure my company's position in the program.
- I understand that if my renewal fee is not submitted by the renewal date, my company's position in the Industry Partner program may be cancelled and given to a vendor on the wait list. Applications can be mailed or emailed to info@iremphx.org. Submittal of the application does not constitute acceptance into the program. Only complete applications are reviewed by the Industry Partner committee and approved by the Board of Directors. Applicants will be notified in writing regarding the application approval within 30 days of submittal.

INDUSTRY PARTNER PROGRAM DISCLAIMER:

An "Industry Partner" is not a member of the Institute of Real Estate Management. Only Certified Property Managers® (CPM®), Accredited Residential Managers® (ARM®), Accredited Commercial Managers® (ACoM®), Accredited Management Organizations® (AMO®), CPM® Candidates, Associates and Students may be members. By signing the Industry Partner application, I agree that I shall not hold myself out to be a member of IREM nor shall I use or permit the use of the CPM®, ARM®, ACoM® or AMO® certifications or other indicia of membership in, or affiliation with, IREM. I understand that if approved as an Industry Partner, I may use the name, Institute of Real Estate Management and/or its acronym "IREM®," only in conjunction with the words "Industry Partner" for the sole and limited purpose of indicating that I am an "Industry Partner of IREM®."

I have read and accept the program description, guidelines, qualifications and benefits and certify that the application is complete, and all supplemental documents included are valid.

Authorized Signature

Date

Printed Name

INDUSTRY PARTNER PROGRAM

INDUSTRY PARTNER APPLICATION

General Company Information

Company: _____ Established: _____
 Contact: _____ Title: _____
 Business Address: _____
 City: _____ State: _____ Zip: _____
 Business Phone: _____ Business Cell: _____
 Email: _____ Website: _____
 Primary Business Service: _____
 Other Business Service: _____

Professional License/Registration Numbers (if applicable)

License Number: _____ Valid Thru: _____
 Business License: _____ Valid Thru: _____
 Contractor's License: _____ Valid Thru: _____
 Other: _____

CPM®, ARM® or ACoM® references (must list a minimum of 3 local references in the Phoenix area you have done business with)

Name: _____
 Company: _____ Phone Number: _____
 Name: _____
 Company: _____ Phone Number: _____
 Name: _____
 Company: _____ Phone Number: _____

Program Agreement

Greater Phoenix Chapter Industry Partners are not members of the Institute of Real Estate Management (IREM®). Only CPM® (Certified Property Manager), ARM® (Accredited Residential Manager), ACoM® (Accredited Commercial Manager), AMO® (Accredited Management Organization), CPM® Candidate, Associate and Student members and those employed in the property management field may be members of IREM. By signing below, I agree that I shall not promote or advertise myself or my company, as a member of IREM. I understand that, if approved as an Industry Partner, I may use the name of the institute and/or its acronym IREM only in conjunction with the words Industry Partner, which is a benefit of the Program.

The Industry Partner Program is not an IREM Headquarters program, but solely and exclusively under the direction and administration of the Greater Phoenix Chapter. All rules, regulations, privileges and penalty costs, fees, changes, modification and such, are under the sole discretion of the Greater Phoenix Chapter. IREM Greater Phoenix reserves the right to eliminate or revise the program at any time.

Companies participating in the Industry Partner Program are expressly prohibited from copying, reproducing, mailing or distributing in any manner, any proprietary information such as, but not limited to, IREM rosters, mailing labels, and/or directories whether such activity is for use within the participating company or for others. These activities, as well as any work or bidding found to be fraudulent, deceptive or unethical, can result in immediate termination from The Program without refund or restitution for benefits not yet received.

Greater Phoenix Chapter specifically reserves the right to seek legal recourse to the fullest extent under the law for these or other actions it deems harmful to The Program or to its members. Greater Phoenix Chapter reserves the right to publish the name of Program violators.

Program Fee

\$3,500 (If approved between January and May, or pro-rated if approved between June-December)

SIGNATURE (PRINT): _____

SIGNATURE: _____

DATE: _____

Please scan application to info@iremphoenix.org or mail to IREM Greater Phoenix, P.O. Box 11369, Chandler, AZ 85248

For Internal Use Only:

Approved? Yes No Approval Date: _____

Payment: _____

INDUSTRY PARTNER PROGRAM

APPLICATION CHECKLIST:

- Completed application form in its entirety.
- No payment or deposit is required when submitting an application. Payment of the program fee is required at the time your application is approved by the Board of Directors.
- Documentation showing company has been in business for a minimum of 2 years in Arizona preceding the application date. Typical documents are a business license or incorporation documents.
- Proof of financial stability. Typical documents are an accountant's letter for privately held companies or annual report for publicly traded companies.
- Proof of an association with a trade group/organization that supports the company's industry, if applicable.
- Minimum of three (3) CPM®, ARM® or ACoM® IREM references. It is required that the references be Arizona IREM members that are current or past customers of the company.
- Ethical Standards/Better Business Bureau. It is expected that an Industry Partner upholds the highest standards of ethical and professional conduct. Participation in the IP Program requires that your company/organization proactively address complaints. Proof of company's association (if applicable) with the Better Business Bureau and a list of any complaints received and the action taken towards resolution of same, for the past 12 months.



INDUSTRY PARTNER PROGRAM

CATEGORIES:

(Categories may be subject to change & are not limited to categories below)

- Accounting
- Architect/Engineering
- Asphalt/Concrete
- Building Supplies
- Electrical/Exterior Lighting
- Elevator
- Financial Services/Banking
- Fire Suppression Systems
- Flooring
- General Contractors
- HVAC
- Information Technology
- Insurance
- Janitorial
- Pools/Lakes/Water Features
- Landscaping
- Laundry
- Legal Services
- Lighting
- Locksmith
- Media/Marketing/Advertising
- Office Equipment
- Painting Company
- Painting Supplier
- Parking Administration
- Pest Control
- Plumbing
- Pressure Washing/Sweeping
- Property Management Software
- Refuse Removal
- Restoration
- Roofing
- Security
- Social Media/Consulting
- Staffing
- Towing
- Window

