



INDUSTRY PARTNER PROGRAM DETAILS AND APPLICATION

IREM® is a worldwide association of more than 19,000 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 MANAGEMENT ORGANIZATION® (AMO®)
- ACCREDITED RESIDENTIAL MANAGER® (ARM®)
- ACCREDITED COMMERCIAL MANAGER (ACoM)

Industry Partner Program Description

The Industry Partners program enables vendors to increase their exposure to real estate managers who are members of IREM South Florida Chapter. IREM South Florida Chapter with its members look to the 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 200 local IREM members throughout Florida's Broward, Glades, Hendry, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach and St. Lucie counties through a variety of educational programs and networking events scheduled throughout the year. IREM members manage commercial buildings, industrial buildings, medical buildings, multi-family properties, retail, etc.

Industry Partners of the IREM South Florida Chapter are invited to attend various networking events, which allow them exclusivity when interfacing with busy property management professionals. Only vendors participating in the program may attend. Vendors contemplating the program, and interested in a preview, may be invited to attend a meeting with the recommendation from a member and reservations are required. The number of prospects permitted at an event will be limited to no more than three.

Industry Partners have a dedicated page on the <http://irem19.org> website and are linked in email blasts, allowing IREM members to learn more about their service and to easily contact a representative.

Additional Industry Partner Benefits:

- Exclusive Opportunities for Static Exposure
- Link to company and contact information
- Opportunities to sponsor additional events throughout the year
- Access to Membership Directory
- Dedicated page on Website
- Logo displayed at sponsored events
- Limited Membership per industry
- Maximum of 25 total Industry Partners
- Annual Industry Partners breakfast
- Link to email blasts
- Exposure to decision makers
- Input into your industry

Industry Partner Program Guidelines:

Ownership:

The IREM South Florida Chapter Industry Partner program is not a National program, but solely and exclusively under the direction and administration of the IREM South Florida Chapter. All rules, regulations, privileges and penalties, costs, fees, changes, modifications, administration and such are under the sole direction and discretion of the IREM South Florida Chapter.

Business Categories:

IREM South Florida Chapter's Industry Partner program permits two Industry Partners per Business Category per County. By limiting participation to two Industry Partners per category per County, each Industry Partner has the opportunity for a more focused networking program. Approved Industry Partner categories are as follows:

Advertising	Engineering	Landscaping - Exterior	Roofing
Attorney	Exterior Remodeling	Lighting	Signage
Banking/Financial	Exterminator/Pest Control	Maintenance Supplies - Wholesale	Tree Services
Building Maintenance	Fire & Security Systems/Sprinklers	Moving/Storage	Sealcoating
Carpet Cleaning	General Contractor	Painting/Wall Coverins	Telecommunications - IT
Carpet and Floor Coverings	Glass Service	Parking Lot Operations/Sweeping	Specialty Cleaning & Restoration
Construction - Renovations	Indoor Air Quality (HVAC)	Plantscaping - Interior	Waste Removal/Recycling
Elevator Maintenance - ADA	Insurance	Plumbing Services & Supplies	
Environmental	Janitorial Services & Supplies	Security Ser	

Industry Partner applicants may petition the Industry Partner Committee to have categories added.

Category Selection:

Single Category Industry Partners \$750 per contract year

Industry Partners will choose one category that best represents their core business. The IREM South Florida Chapter website, meeting sponsorship introductions, and promotional materials related to Industry Partners will be limited to content related to the selected category. All Industry Partners must be in the program one year as a "single category" Industry Partner before they can upgrade to a Multiple Category Industry Partner. Single Category Industry Partners who have multiple competencies are encouraged to communicate those multiple competencies independently of the program benefits.

Only the finest and most reputable professionals are invited to participate in the Industry Partners program. To be considered, prospective applicants must have a recommendation from at least one IREM member and provide 2 references if requested.

Renewal:

The program is based on a calendar year and will expire on December 31st of each year. The Industry Partner will be notified 60 days prior to the contract expiration and may be given the opportunity to renew based on good standings within the chapter. If the Industry Partner does not renew by the end of the year, the position within the business category will be available to any provider on the wait list. Any openings filled interim year will be prorated for the remainder of the year.

Good Chapter Standings:

The Industry Partner must adhere to the integrity of the IREM program to remain in good standings within the chapter. This IREM Chapter reserves the right to approve or terminate an Industry Partner agreement at any time, and to modify the criteria, categories, and/or terms of the Industry Partner program as deemed necessary. If at any time there becomes a grievance between a Member and an Industry Partner, the Executive Council will follow resolve any issues.

Industry Partner Program Qualifications and Benefits

Submission Requirements: *All participating businesses must operate in accordance with local, state, and federal laws, with federal law superseding state and local laws when legislative inconsistencies exist.*

- Requisite business and industry licenses
- General liability and workman's compensation insurance
- Recommendation of at least one IREM member
- Industry Partner Application
- Business logo in high resolution jpg format**
- \$750 fee, per contract year for a single category ***
- Participation in meetings or events is encouraged for maximum exposure to the members and Participation in a committee

INDUSTRY PARTNER APPLICATION

Date _____

Company Name _____

Company Representative _____

Representative's Phone Number _____

Email Address _____

Company Website _____

Mailing Address _____

City, State, Zip _____

Business Industry Category _____
(see list of approved categories)

IREM Member Recommendation by: _____

IREM Member's Phone Number: _____

IREM Member's Email: _____

Upon approval, IREM will send you an invoice which you may pay by check or credit card. If you choose to pay by credit card, there will be a \$20.00 processing fee. If you have any questions regarding your application or payment, you may call our IREM Association Executive, Morgan Muntz, at 407-782-4446.

Please Initial the Following Program Details

- ____ I understand that application submittal does not guarantee acceptance into the program.
- ____ I understand that only complete applications are considered.
- ____ I understand that if approved, I may use the IREM Industry Partner Logo and may market my company as an IREM Industry Partner, but 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 with reference to an Industry Partner that fails to provide competitive, quality or ethical services while participating in the Industry Partner program.
- ____ I understand that any Industry Partner receiving two written complaints regarding failure to provide competitive, quality, or ethical services will be removed from the program with no expectation of 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 Industry Partner contracts are based on a contract year. I will be invoiced 45 days prior to my renewal and renewal payment is required on or before the contract 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 canceled and given to a vendor on the wait list.
- ____ I have read the IREM Code of Professional Ethics, understand the IREM Members are bound by this code, and agree that I will not deliberately put a member in jeopardy of potentially violating this Code by my actions.

Applications can be emailed to admin@IREM19.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 Executive Council. Applicants will be notified in writing regarding the application approval within 30 days of submittal.

Industry Partner Program Policy & Disclaimer

An "Industry Partner" is not a member of the Institute of Real Estate Management. Only CPM® members (Certified Property Manager®), AMO® (Accredited Management Organization®), ARM® members (Accredited Residential Manager®), CPM® Candidates, Associate Members, ACoM members (Accredited Commercial Manager) 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 or AMO designations, ARM® certification, 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 of" for the sole and limited purpose of indicating that I am an "Industry Partner of IREM®." Should an Industry Partner no longer be part of this IREM Chapter program, either by choice or because of termination, the Industry Partner must immediately discontinue any reference of affiliation with 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.

Applicant's Authorized Signature _____ Date _____

Printed Name _____

IREM Association Executive _____ Date _____

Contract Start Date: _____

Email Application to: admin@IREM19.org
Mail: 3507 Craig Drive, Apopka, FL 32703
Phone: 407-782-4446



IREM® CODE OF PROFESSIONAL ETHICS

INSTITUTE OF REAL ESTATE MANAGEMENT

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.

I pledge myself to acknowledge the ethical principles as set forth in the International Ethics Standards established by the International Ethics Standards Coalition of which the Institute is a member.

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

A Certified Property Manager®, CPM® Candidate, Accredited Residential Manager®, Accredited Commercial Manager®, or Associate 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, gender identity, 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 panels 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.

Effective January 1, 2023

Subscribed to by: _____

Date: _____