

# INSTITUTE OF REAL ESTATE MANAGEMENT

## TUCSON- SOUTHERN ARIZONA 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 Tucson-Southern Arizona Chapter. IREM Tucson-Southern Arizona 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 80 local IREM Tucson-Southern Arizona members through a variety of educational programs and networking events scheduled throughout the year. IREM members manage commercial, medical, incubator buildings, and multi-family properties, retail, etc.

Industry Partners of the IREM Tucson-Southern Arizona 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 two.

Industry Partners have a dedicated page on the IREM Tucson 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 Tucson Chapter's Industry Partner program, please contact [admin@iremaz73.com](mailto:admin@iremaz73.com) | (602) 253-1852.

# INDUSTRY PARTNER PROGRAM

The Tucson-Southern Arizona Industry Partner program helps fund the IREM Foundation which provides educational scholarships to IREM members.

## INDUSTRY PARTNERS - \$950 ANNUAL FEE

- Access to the Chapter website and membership listing
- Logo linking to the business on the home page of IREM's website
- Listing on the Chapter's website linking to your company website
- Communication of IREM Tucson-Southern Arizona events
- Promotional opportunity for company brochures at meetings
- Recognition on social media avenues
- Sponsorship opportunities and recognition at chapter events
- Opportunity to network with the Chapter's top professional property managers
- Use of the IREM Industry Partner logo on the company website
- Webinar opportunities to promote training and educational services to IREM members (this is not a company solicitation of your products or services)



# INDUSTRY PARTNER PROGRAM

## **PROGRAM GUIDELINES:**

The Tucson-Southern Arizona Chapter of the Institute of Real Estate Management (IREM®) is offering a select group of companies the opportunity to join the IREM Tucson-Southern Arizona 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 Tucson-Southern Arizona 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 Tucson-Southern Arizona Chapter. Other employee representatives 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, 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. Let us help connect you with other property managers by joining an IREM committee.

- 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 and/or sponsor as many of our events as possible.

IREM Tucson-Southern Arizona 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.

## **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 Tucson-Southern Arizona 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 a Committee 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 that 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 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 who fails to provide competitive, quality, or ethical services while participating 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 meeting 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 canceled and given to a vendor on the waitlist. Applications can be mailed or emailed to admin@iremaz73.com. 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 POLICY & DISCLAIMER:

Industry Partner Program Policy & 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 accepted the program description, guidelines, qualifications, and benefits and certify that the application is complete and all supplemental documents included are valid.**

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Authorized Signature

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Date

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Printed Name

# INDUSTRY PARTNER PROGRAM

## INDUSTRY PARTNER APPLICATION:

Company Name: \_\_\_\_\_

Company Contact Name and Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Primary** Business Service \_\_\_\_\_

Date Business Started \_\_\_\_\_

Professional Affiliations and Memberships: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CPM®, ARM®, ACoM® member references: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for joining as an Industry Partner of IREM Tucson-Southern Arizona Chapter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Program Fee**

**\$950** (if approved between January and May, or pro-rated if approved between June-December)

An "Industry Partner" shall be an Industry Partner, not a member, of the Institute. Only CPM® (Certified Property Manager), ARM® (Accredited Residential Manager), ACoM® (Accredited Commercial Manager) and AMO® firms (Accredited Management Organizations) may be members. By signing below, I agree that I shall not hold myself out to be a member of the Institute of Real Estate Management, nor shall I use or permit the use of the CPM®, ARM®, ACoM® or AMO® certifications or any other indicator of membership in, or affiliation in, or affiliation with, the Institute. I understand that, if approved as an Industry partner of IREM Tucson-Southern Arizona, I may not use the Institute's name, acronym or logo with the exception of the phrase "Industry Partner of IREM" for the sole and limited purpose of indicated that I am an Industry Partner of the Institute. I understand that, should my participation as an Industry Partner be terminated by the chapter at any time, there shall be no refund of my contribution. The Industry Partners of the IREM Tucson-Southern Arizona program is not a national program, but solely and exclusively under the direction and administration of the Tucson-Southern Arizona Chapter. All rules, regulations, privileges and penalties, costs, dues, changes, modifications, administration and such are under the sole direction and discretion of the Tucson-Southern Arizona Chapter and may modify and/or terminate participation and/or program without prior notice.

**Please return by mail to IREM, PO Box 11369, Chandler, AZ 85248 or scan to admin@iremaz73.com**

For Internal Use Only:

Approved? Yes No Approval Date: \_\_\_\_\_

Payment Received: \_\_\_\_\_

# 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 two (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
- Signage
- Social Media/Consulting
- Staffing
- Towing
- Window

