



Checklist for Becoming Accredited as an AMO® Firm

Business Stability and Fiscal Responsibility

- Demonstrate business and financial stability by having been in business for at least three years, all of which is verified by an independent credit check.
- Meet specific [standards for operations](#) of the firm.
- Meet specific [standards for servicing the client](#).
- Perform 18 of [28 functions](#) relative to operations of the firm, servicing the client, and managing properties.

Executive CPM®

Have a CPM in an executive position who:

- Directs and supervises the firm’s real estate management activities, evidenced with an organization chart.
- Has successfully completed education requirements #1 and #2 as outlined below.

Education Requirement #1

Successful completion of one of these three:

- "Leading for Tomorrow: Building a Successful Real Estate Management Company" ([BDM603](#)) – currently available online and classroom
or
- "Today’s Leadership Challenges" (HRS603) and “Growth Strategies for Real Estate Management Companies” (BDM601) – offered from 1997 through 2016
or
- “Managing the Management Company” (701) – offered prior to 1997

Education Requirement #2

Successful completion of one of these two:

- “Ethics for the Real Estate Manager” ([ETH800](#))
or
- “Real Estate Management Ethics Online” ([ETH001](#))

Ethics

- Pledge to uphold the AMO [Code of Professional Ethics](#).

Insurance Coverage

Comply with these insurance coverage requirements, as evidenced by a certificate of insurance:

- Has a fidelity bond (employee dishonesty) covering all management employees, officers, and owners of the firm in an amount equal to at least 10% of the firm’s gross monthly collections, with a minimum required value of \$10,000 and a maximum required value of \$500,000. The deductible may not exceed \$5,000 or 5%, whichever is greater.
- Has depositor’s forgery and alterations insurance in the minimum amount of \$25,000. The deductible may not exceed \$5,000 or 5%, whichever is greater.

Other Requirements

- Submit an AMO application with an application fee of \$425.
- Submit three [confidential letters of recommendation](#) (forms included with the AMO application).
- Be interviewed and recommended for approval by the local IREM® Chapter.