



# AMO<sup>®</sup> Checklist

This simple checklist outlines the steps to earning the AMO accreditation for your firm. Make sure you review all three steps below to get a full understanding of your journey, and the time and cost commitments involved.



## Step 1: Identify — Time: 1 – 2 weeks, Cost: \$975

### Identify a CPM in a leadership position in your company to complete two AMO certification courses

- 1. Identify a CPM in a leadership position who oversees the property management function
- 2. CPM completes Leading a Successful Property Management Company (BDM603)
- 3. CPM completes Ethics for the Real Estate Manager (ETH800) or Real Estate Management Ethics Online (ETH001)<sup>1</sup>



## Step 2: Qualify — Time: 3 – 5 hours, Cost: \$425

### Download and complete the AMO application

- Be in business as a property management firm for at least three years, without more than one name or ownership change during that time<sup>2</sup>
- Hold a fidelity bond covering management and owners for at least 10% of the firm's gross monthly collections<sup>3</sup>
- Hold a depositor's forgery and alterations insurance policy for a minimum of \$25,000
- Verify that your firm meets at least 18 of 28 functions in managing properties (see [AMO application](#))
- Submit three confidential letters of recommendation
- Pay the \$425 non-refundable application fee<sup>4</sup>



## Step 3: Certify — Time: 1 – 2 months, Cost: \$490 plus \$110 for each branch office annually

### Once your application is approved, your firm is ready to certify

Congratulations! IREM will review your application and provide a decision. If approved, you can then begin using the AMO accreditation next to your firm name on professional profiles, email signatures, business cards and more.

Once approved as an AMO, you are required to maintain accreditation each year by paying annual AMO dues and having a CPM in an executive position. In addition, your firm must reaccredit every three years. This helps maintain the high standards that make your AMO so valuable.

- 1) CPMs who have already taken the ethics course do not need to repeat it
- 2) Firms may be eligible despite an ownership change. Review details about this requirement in the AMO application
- 3) Fidelity bond subject to a minimum bond of \$10,000 and a maximum bond of \$500,000. Deductibles on both coverages are not to exceed \$5,000 or 5%, whichever is greater
- 4) Prorated dues are invoiced upon approval