



## ABOUT REIC

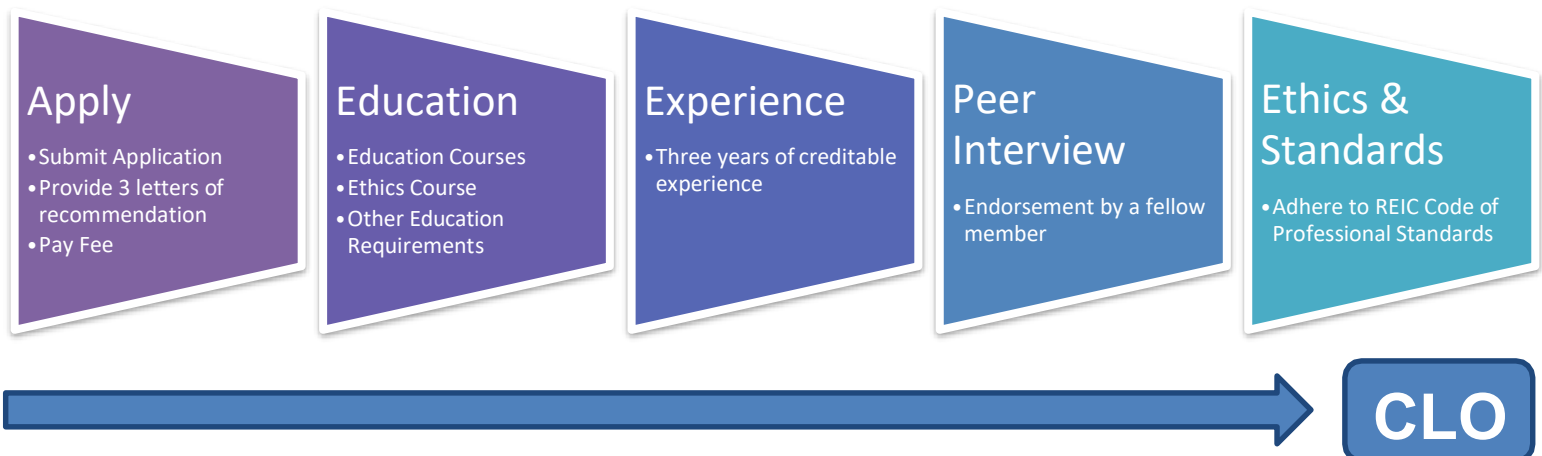
The Real Estate Institute of Canada (REIC) is a leader in advanced real estate education. We are an association of professionals that has been educating and certifying specialists in real estate since 1955. REIC represents an unsurpassed level of experience, commitment, and dedication to real estate in Canada. As such, we are strictly-governed by the Institute's Code of Professional Standards to ensure that the Institute's values are upheld for both its members and for the consumer.

## BENEFITS OF CANDIDACY

As a candidate member of REIC you will benefit from:

- Discounts on REIC course tuition
- A complimentary subscription to Exchange, REIC's quarterly newsletter
- Employment opportunities through REIC's on-line career centre
- Participation in the Institute's annual conferences
- Chapter affiliation (where available) with access to local programs and services, including Chapter seminars and newsletters
- Chapter guidance and support through the candidacy process to further your career and enhance your professional recognition
- The guarantee that, regardless of future changes to the education or experiential requirements, you are "locked in" to the requirements which are in place when you become a candidate

## DESIGNATION PROGRESSION



# 5 Reasons to Achieve a CLO DESIGNATION

- Accelerate your career trajectory
- Develop superior negotiating skills
- Gain confidence to handle any lease issue
- Advance your professional profile
- Increase your earning potential

I've made valuable connections with other REIC Members in my field who provide me with industry insights and job-related resources and tools.

Joanne Vacheresse, CLO

**CHART YOUR COURSE. ACHIEVE A CLO.**

## APPLICATION CHECKLIST

**To expedite your application's processing:**

- ☐ Include a non-refundable processing fee of \$425.00 plus GST/HST. Credit Card, cheque, and online payment are all accepted. \*If applying for Fast Track a non-refundable fast track fee of \$1,025 plus GST/HST will apply in addition to the processing fee
- ☐ Fill out candidacy application form
- ☐ Sign and date application form to indicate your acceptance of the Rules & Regulations.

**Submit at any time before your designation is granted:**



- ☐ Current resume
- ☐ Any appropriate real estate education transcripts
- ☐ Three (3) letters of recommendation.

***Who can provide a letter of recommendation and what process should be followed?***

The letters of recommendation should be completed by individuals who know you in your professional life and can attest to your integrity and business reputation.



## AFTER YOUR APPLICATION IS RECEIVED

Once your application is received, the Membership Department will review the information. If approved, you will receive your pro-rated dues invoice which must be paid before becoming a candidate. Once your dues have been received, you will become a Candidate Member. A welcome package will be sent to you within 5 business days, which includes:

- Letter of Acceptance
- Login setup information
- Information on your local chapter
- Data Sheet
- Copy of Bylaws



<b>Candidate Dues</b>	<p>To maintain your candidate status, you are required during your candidacy period to pay annual REIC dues and where applicable, chapter dues.</p> <p>Those members holding multiple designations will be charged an incremental designation fee per designation, per year.</p>
<b>Chapter Affiliation</b>	When you apply for candidacy, you will be welcomed by a representative from the local REIC Chapter (if applicable).
<b>Candidate Datasheets</b>	<p>When you are accepted as a candidate and throughout your candidacy period, you will receive an updated Candidate Datasheet which will outline your current experience and your fulfillment of the qualifying educational requirements.</p> <p>This report will also include all your basic candidate information according to the current REIC records. You may request a copy of this report at any time.</p>



REIC Members are motivated by a single-minded purpose: to advance professionalism. As a community of experienced professionals committed to high ethical standards and enriched education, we are well positioned to attain this goal. REIC2600: Ethics in Business Practice is an REIC foundation course, mandatory for all candidates working towards a designation.

## EDUCATION REQUIREMENTS

<b>ETHICS</b>
REIC 2600: Ethics in Business Practice
<b>EDUCATION</b>
<p>FIN402 – Investment Real Estate – Financial Tools**</p> <p>REIC2360 – The Leasing Process</p> <p>REIC2361 – Negotiation and Documentation</p> <p>**Home Study option available</p>
<b>UNIVERSITY/COLLEGE</b>
Two (2) University/College Electives
<b>EXAMINATION</b>
There is no Examination for this Designation.



## EXPERIENCE

To obtain the CLO designation a minimum of three (3) years of creditable experience actively engaged in leasing activities for a minimum of 50% of their working day, must be met in order for the candidate to qualify for membership. Please complete the Experience History Form included in this package when you have accumulated the necessary experience.

"I have made valuable connection with other REIC Members in my field, **my diverse network connections** provide me with industry insights and job-related resources, consulting, and other important tools."

- Joanne Vacheresse, CLO

## EXPERIENCE INTERVIEW

Once you have completed your education requirements and have submitted all experience forms, the Membership Office will notify you of the next important step: the Experience Interview. A qualified representative from REIC will contact you for the interview. Where possible, your interview will be conducted at your place of business but may take place via phone.

Upon endorsement of your experience, REIC will confirm your full membership status in writing.

## ETHICS AND STANDARDS

Ethics and Standards are the cornerstone of what we do. REIC members are obligated to uphold the REIC Code of Professional Standards, and as such, conduct their professional activities in accordance with the code. The code is actively enforced – violations are processed within a defined structure, including an established peer review process which may result in disciplinary actions.

Included within this application package is the REIC Code of Professional Standards for your acceptance.

## ACHIEVING MEMBERSHIP

You will receive your designation certificate and pin when you:

- ☐ Have paid the fees as established by the Institute.
- ☐ Complete the education requirements.
- ☐ Have accumulated three (3) years of real estate experience.
- ☐ Complete the Experience Interview and are endorsed by a current REIC Member.
- ☐ Are a member of the local chapter, where applicable.



## NEED HELP?



If you need more information, require assistance completing this application, or during your term of candidacy, please contact the Membership Department. We can be reached using the following:

Toll Free: 1.800.542.REIC (7342)

Tel: 416.695.9000 ext 270

Email: [applications@reic.com](mailto:applications@reic.com)

Address: Unit 500-2680 Skymark Ave.

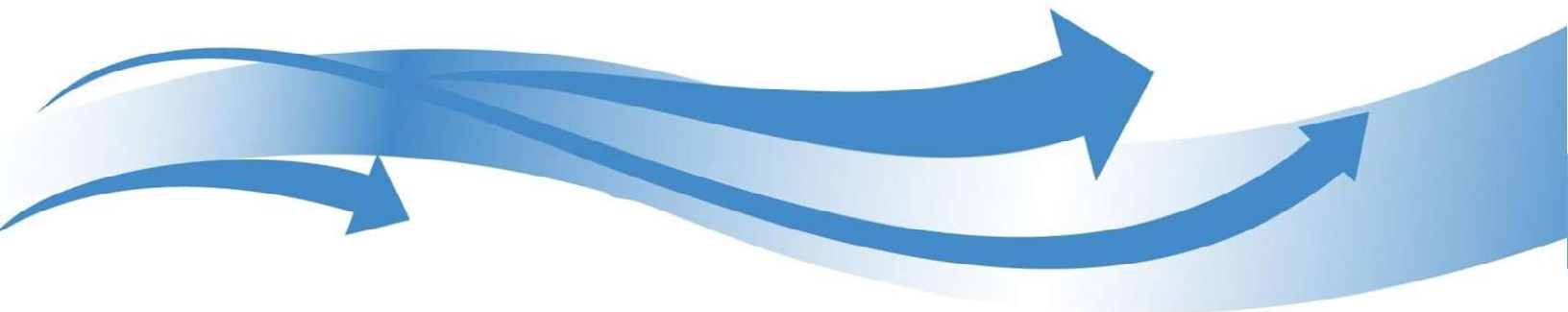
Mississauga, ON L4W 5L6

Like us on:  [www.facebook.com/reicnational](http://www.facebook.com/reicnational)

Follow us on:  [www.twitter.com/reicnational](http://www.twitter.com/reicnational)

Join us on:  <https://www.linkedin.com/company/real-estate-institute-of-canada>

LEARN  
EXCEED  
LEAD





### **Rules and Regulations**

In connection with the Institute considering this application, I agree that:

1. All of the information provided by me is complete and correct to the best of my knowledge and belief.
2. All additional information that may be needed by the Admissions Department shall be supplied by me upon request.
3. I shall conduct my real estate activities in accordance with the Code of Professional Standards of this Institute and shall also be bound by the Bylaws and Rules and Regulations of the Institute as they are now or as they may be amended from time to time subsequent to this application and the decisions of any Institute Committee and the Board of Directors affecting my participation or membership of the Institute.
4. I subscribe to the official pledge which is:
  - *I Pledge myself to the advancement of professionalism in real estate through the mutual efforts of members of the Real Estate Institute of Canada and by any other proper means available to me.*
  - *I Pledge myself to seek and maintain an equitable, honourable 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 Pledge myself to place honesty, integrity and industriousness above all else; to pursue my gainful efforts with diligent study and dedication to the end that service to my employers and clients shall always be maintained at the highest possible level.*
  - *I Pledge myself to comply with the principles and declarations of the Real Estate Institute of Canada as set forth in their Bylaws, Regulations and Code of Professional Standards.*
5. I shall not hold myself out to anyone as being a professionally qualified member or candidate of the Institute until such time as I have become an approved designated member of the Institute.
6. I agree that the Institute may censure, suspend, or expel or otherwise terminate this participation or membership, if granted, and that the Institute, its officers, members, employees and agents may disclose its actions, in full or part, to the members of the Institute and the general public.
7. I shall pay annual dues and fees as set by the Institute, each and every year in order to maintain my membership and keep my designation.
8. I hereby authorize the Institute to obtain credit and other similar information on or about me, and the Institute, its officers, members, employees and agents may use such information in evaluating this application.
9. I, for and on behalf of myself, and my heirs, assigns, administrators, and each of them waive and forever release all claims and demands, or causes of action and each of them, that I or they may have now or may in the future have against the Institute, its members, officers, councillors, agents, employees, chapters or others who may supply information or material to the Institute, and each of them, for any act of omission of the Institute, its members, officers, councillors, employees, chapter or any others and each of them including but not in any way limited to its or their acts or omissions in granting participation or membership in the Institute, failing to grant participation or membership, or incensuring, suspending, expelling or terminating such participation or membership.
10. If I do not fulfil the requirements for membership within the a given time from the date my application is approved, that I can no longer remain a candidate and that a new application must be submitted.
11. I further understand that I must be a member of the local chapter where one exists as a membership requirement.

### **Code of Professional Standards**

#### **Article 1. Quality Of Service**

A Member will perform professional services with competence, integrity and due regard for the public interest.

#### **Article 2. Well Informed and Knowledgeable**

A Member will maintain a high standard of professional expertise.

#### **Article 3. Full Disclosure to Client**

A Member will be forthright and impartial when advising a client, and will not withhold any information relevant to the interests of a client.

#### **Article 4. Care of Property**

A Member will care for the property of others entrusted to the Member in the same manner that a careful and prudent owner would care for similar property.

#### **Article 5. Fairness to all Parties**

A Member will at all times protect and promote the interests of a client, but will be fair and honest with all other parties involved in any matter.

#### **Article 6. Referral When Lacking Competence**

A Member will neither advise nor render service in areas or matters which exceed the Member's competence. The Member will endeavour to direct parties to those from whom competent advice and service may be obtained.

#### **Article 7. Representing Divergent Interests**

A Member will neither advise nor represent parties having divergent or conflicting interests without the informed consent of all parties.

#### **Article 8. Conflict of Interest Between Client and Member**

A Member will not:

- enter into a business transaction with a party to whom professional advice has been given by the Member if there is a significant risk that the interests of the Member and the client may differ; or
- provide advice to a party when the personal interests of the Member, a relative or an associate are in conflict with the interests of the party, without advising the party that independent advice should be obtained and securing a written acknowledgement of same from the party.

#### **Article 9. Disclosure of Fees**

A Member will not receive directly or indirectly any rebate, fee, commission, discount or other benefit, whether monetary or otherwise without the full knowledge and prior consent of the client.

#### **Article 10. Fair and Reasonable Fees**

A member will charge fair and reasonable fees commensurate with services being provided and fully disclose the amount of such fees at the time the service is provided.

#### **Article 11. Confidential Information**

A Member will hold in strict confidence all information provided in confidence by a client, unless required by law to disclose such information.

#### **Article 12. Outside Interests**

A Member who engages in another profession, business or occupation beyond the usual scope of services provided to clients must not allow such outside interest to jeopardise the Member's professional integrity, independence or competence.

#### **Article 13. Advertising**

All advertising placed by a Member, whether on the Member's behalf or on behalf of a client, will provide accurate information regarding the subject of the advertisement, and will not be false or misleading in any respect.

#### **Article 14. Use of Designations**

A Member will not use a designation or accreditation granted by the Institute in any manner contrary to this Code of Professional Standards or the By-laws and Rules and Regulations of the Institute.

#### **Article 15. Other Institute Members**

A Member will not make, authorise, or otherwise encourage any unfounded oral or written statements that are derogatory to, or disparaging of, another Member's business practice. All dealings between Members will be conducted with integrity and good faith.

#### **Article 16. Laws and the Conduct of Business**

A Member will conduct business in strict accordance with all applicable laws, by-laws and regulations, and in accordance with any Code of Professional Standards enacted by the Institute.

#### **Article 17. Member Co-operation in Enforcing the Code**

A Member will assist and fully co-operate in the enforcement of the Code of Professional Standards and the resolution of any matter brought before the Professional Standards Committee.

I acknowledge that I have read and understood the conditions of membership in the Real Estate Institute of Canada and that I am aware of the membership requirements for the designation for which I have applied.

Signature: \_\_\_\_\_

Please return this  
page with your  
application



**Designation Applying for: CLO**

Name:				
	<i>Salutation</i>	<i>First name</i>	<i>Initial</i>	<i>Last name</i>
Company:		Position/Title:		
Address:				
City:		Province:	Postal Code:	
Telephone:	Ext:	Fax:	Cellular:	
Website:		E-mail:		
Home Address:				Preferred Language of Correspondence:
City:	Province:	Postal Code:	<input type="checkbox"/> English <input type="checkbox"/> French*	
Telephone:	E-mail:		Year of Birth:	
★ Send correspondence to: <b>Business Address/Email</b> <input type="checkbox"/> <b>Home Address/Email</b> <input type="checkbox"/>				
<b>Employment History</b> - List the names and addresses of your employers for the last five (5) years.				
<b>Company</b>	<b>Address</b>	<b>Position</b>	<b>Date</b>	
<b>Post-Secondary Education</b>				
<b>Post-Secondary Name</b>	<b>City</b>	<b>Degree/Diploma</b>	<b>Year Graduated</b>	
How did you hear about REIC? (Check one)	<input type="checkbox"/> Advertising <input type="checkbox"/> Internet Search <input type="checkbox"/> Other:	<input type="checkbox"/> Catalogue/Brochure <input type="checkbox"/> REIC Chapter	<input type="checkbox"/> Colleague <input type="checkbox"/> REIC Website	<input type="checkbox"/> E-mail <input type="checkbox"/> Trade Show
<input type="checkbox"/> Employer				

\* REIC strives to offer its core national services to members in French wherever possible. These core services include: telephone inquiries; general communication, such as letters and emails; and notices, memoranda and admissions materials

**To be approved as an REIC Member, you must have a known reputation for integrity, honesty and professional conduct.**

**If you answer “Yes” to any of the questions below, attach a separate, written explanation that includes the following information:** The date of the incident/issue with all relevant facts; date of resolution including any legal action, discipline, and/or settlement, or, if not resolved, an explanation of the status; any mitigating factors; any additional relevant information that helps in understanding the totality of the situation. This information will then be reviewed by the REIC Professional Standards Committee to determine membership eligibility.

- |  |  |
|--|--|
| 1. Have you been convicted of a crime?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are you currently a defendant in any pending criminal proceeding?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are you currently a respondent in or have you ever been found guilty of a civil, regulatory, or administrative proceeding involving fraud, misrepresentation, or misappropriation of funds or property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you ever been subject to disciplinary action by REIC, IREM, a licensing body (i.e. regulator), or any other professional organization?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you as a real estate professional, or any firm that you are/were a principal in, been involved in a business bankruptcy?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you or a firm that you are/were a principal in, been a defendant/respondent in an action involving alleged fraud, misrepresentation, or misappropriation of funds or property?                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### **MEMBERSHIP Terms and Conditions**

- I verify that all of the information provided as part of this application process is complete and correct to the best of my knowledge and belief.
- I must provide, upon request, all additional information required by the Admissions Department as part of this application process.
- I must not present myself as being a Candidate of the Institute, and/or use any Designation for which I have not been authorized, until such time as my Candidacy has been approved.
- I must not present myself as being a Designated Member of the Institute, and/or use any Designation for which I have not been authorized, until such time as the Designation has been granted to me.
- If my Membership is not approved, a refund less the applicable administration fee, will be issued to me.
- As a requirement of Membership and in order to retain my Designation(s), I must pay the applicable National and Chapter Membership dues annually, as set by the Institute.
- As a requirement of Candidacy, I must pay the applicable National and Chapter Membership dues annually, as set by the Institute.
- The Institute may censure, suspend, expel or otherwise terminate my Candidacy or Membership. REIC, its officers, members, employees and agents may disclose its actions, in full or part, to Members and the general public.
- I must conduct my real estate activities in accordance with the REIC Code of Professional Standards (and the IREM Code of Professional Ethics, if applicable); I subscribe to the REIC official pledge; I am bound by the Bylaws of the Institute as they are now or as they may be amended from time to time subsequent to this application, as well as the decisions of the Board of Directors and/or any Committee affecting my Candidacy or Membership.

By signing below, I acknowledge that I have read, understood, and agree to the terms and conditions of Candidacy or Membership in the Institute, and that I am aware of the Membership requirements of the Designation for which I have applied.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Recommendation forms to follow  
(Check here if your letters of recommendation will be forwarded directly by referrals)



Certified Leasing Officer (CLO) Experience History

Please complete and attach this form to your application. To obtain the CLO designation, a minimum of (3) three years of creditable experience actively engaged in leasing activities for a minimum of 50% of your working day

Candidate Name: \_\_\_\_\_

Calendar Year Number of months engaged	20____	20____	20____	20____	20____
Leasing	%	%	%	%	%
Lease Administration & Management	%	%	%	%	%
Related real estate activities (attach explanation)	%	%	%	%	%
Number of staff directly supervised					

Related Real Estate Activities Explanation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of a Current Employer \_\_\_\_\_

(If self-employed, please state)

## Letter of Recommendation

### *To be completed by applicant*

Applicant Name: \_\_\_\_\_ Applying for: \_\_\_\_\_ designation

Address: \_\_\_\_\_

### *To be completed by referral*

Referral Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. I have known the applicant for \_\_\_\_\_ years.

2. Are you: Please circle: FRI CPM CRF CLO CRU CRP ARP ARM ACoM  
☐ Current Client / Former Client ☐ Current / Former Employer or Supervisor  
☐ Other - please specify: \_\_\_\_\_

3. Under what circumstances do you know the applicant?

4. How would you describe the applicant's moral character, integrity and sincerity of commitment to real estate management as a profession?

5. If you are a current or former employer or supervisor, how do you rate the applicant's ability as a real estate manager?

6. Additional comments:

7. Would you recommend the applicant for candidacy? ☐ YES ☐ NO

If NO, please indicate reason:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return options: o to applicant o scan and e-mail to [applications@reic.com](mailto:applications@reic.com)**

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Address: \_\_\_\_\_

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Referral Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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