



### CRP Experience Form

Form must be completed by all applicants

**PART 1: Please fill form completely**  
This form covers the following time period: From \_\_\_\_\_ to \_\_\_\_\_

Name

Your Title (if applicable)

Company Name (if applicable)

Business Address (if applicable)

Business Telephone

Name of Immediate Supervisor (if applicable)

Title of Immediate Supervisor (if applicable)

Describe the nature of your work as you feel it relates to becoming a CRP. Include education such as post-secondary degrees/diplomas and/or professional designations or experience (e.g., finance, construction, and/or engineering). Attach additional sheets if necessary.

Large empty box for describing work nature.

**PART 2: Check the boxes below for every function you have performed (minimum of 14 required)**

<b>Technical Experience (minimum of 6 required)</b>		<b>Comments to Confirm Experience of Candidate (to be filled out by Supervisor/Reviewer/CRP after completed by the Applicant)</b>
1	<input type="checkbox"/> Conduct property inspections or assessments, observe building components, systems and site improvements, make a judgment on condition and identify any functional obsolescence observed.	
2	<input type="checkbox"/> Perform construction related activities on building systems or site services with respect to new or existing buildings.	
3	<input type="checkbox"/> Estimate timeline and cost of capital improvements for replacement.	
4	<input type="checkbox"/> Design, implement, monitor, recommend or approve, building/property systems and/or equipment as well as routine and preventive maintenance programs for buildings.	
5	<input type="checkbox"/> Design, implement, monitor, recommend or approve a capital asset plan for buildings.	
6	<input type="checkbox"/> Oversee operation of building systems, supervise employees or monitor contractors who perform routine maintenance and repair work, and/or oversee planning and construction of building/tenant improvements or interior design.	
7	<input type="checkbox"/> Recommend, review or approve items or services to be purchased for the property, prepare specifications, solicit and evaluate bids for contract services, negotiate or approve contracts and monitor contracts.	
8	<input type="checkbox"/> Examine building plans for details of construction and for quantity take-offs to determine areas and size of building components, systems and site improvements.	
9	<input type="checkbox"/> Develop job costing for tender pricing, estimating current costs.	
10	<input type="checkbox"/> Ensure the property's compliance with government and environmental regulations.	
11	<input type="checkbox"/> Review condominium/strata corporation governing documents such as bylaws, air space parcel agreements, reciprocal agreements, and/or other agreements related to reserve funding responsibilities of the corporation.	
12	<input type="checkbox"/> Evaluate the impact of special assessments on condominium/strata corporation property value.	
13	<input type="checkbox"/> Provide replacement cost, insurance appraisals for properties.	
<b>Financial Experience (minimum 3 required)</b>		
14	<input type="checkbox"/> Develop, implement, monitor, review or approve a company's business plan including goals/objectives and long-term financial plan.	
15	<input type="checkbox"/> Prepare, present, and implement annual corporate budgets, including capital expenditure budgets, or review, authorize, and monitor such budgets prepared by others.	
16	<input type="checkbox"/> Approve major deviations from the budget, exclusive of emergencies.	
17	<input type="checkbox"/> Prepare, analyze, and/or approve a corporation's annual financial and monthly operating statements and variance reports.	
18	<input type="checkbox"/> Identify and analyze a corporation's financial requirements and financing options, determine required cash flows and recommend a sustainable funding plan.	
19	<input type="checkbox"/> Project future costs for replacements, observe and analyze price trends and their impact on inflation and return on investment.	
20	<input type="checkbox"/> Recommend, develop or oversee investment financial portfolios such as RSP's, GIC's or an investment strategy focusing on short to long term goals.	
21	<input type="checkbox"/> Analyze market conditions and recommend or approve a property's market value.	
<b>Report Writing Experience (minimum 1 required)</b>		
22	<input type="checkbox"/> Prepare detailed reports including an executive summary, details of report, conclusions and recommendations.	
23	<input type="checkbox"/> Prepare reports based on property inspection findings, documenting condition, deferred maintenance, capital improvements required including timelines and costing in a format to present recommendations to the owner.	
24	<input type="checkbox"/> Prepare reports determining the market value of property including property details, comparables used showing adjustments to value, in a format approved by the Appraisal Institute of Canada.	
25	<input type="checkbox"/> Prepare reports that identify, analyze alternate uses of the property and detail how to implement a plan to change the property's use (e.g., converting a residential building to commercial use).	
26	<input type="checkbox"/> Prepare reports that identify, analyze, and propose property improvements relative to the future value and return on investment.	
<b>Other</b>		
27	<input type="checkbox"/> Participate as strata council, board, committee member as they relate to long term planning, asset management and maintenance	
28	<input type="checkbox"/> Manage condominium properties.	

\_\_\_\_\_ Total # of Functions Checked (must have 14 out of 28)