



APPLICATION FOR THE REGISTERED CONDOMINIUM MANAGER DESIGNATION

The Applicant must:

be a Candidate member in good standing of the Association of Condominium Managers of Ontario – if not, attach the application and payment,
 have passed the RCM exam,
 be sponsored by the CEO/VP/Regional Manager of your company and one RCM individual who will attest that you have two (2) years full time experience in condominium property management having completed the tasks as outlined on page two of this application,

If you are not able to provide the above sponsors, you must provide the following pieces of information:

- o An up-to-date curriculum vitae or resume; and
- o An arms-length third party confirmation from two (2) or more individuals who served as board members at a condominium corporation where you were engaged or a condominium corporation Board of Directors confirming that you are or have worked for a period of at least two consecutive (2) years in the last seven (7) years in full-time property management.

Name: _____
 (As you want it to appear on your certificate)

Current Employer: _____ Current position held: _____

Business Address: _____ City _____ Prov _____ P Code _____

Telephone: Business () _____ Residence () _____ E mail: _____

Experience in condominium property management in Ontario: _____ years

Sponsors: *As a sponsor, you are attesting to the accuracy of the information above regarding the applicant's experience in full-time condominium property management as outlined on the reverse of this application.*

Sponsor 1. _____
 (Print) Title (Signature)

 Tel No email:

Sponsor 2. _____
 (Print) Title (Signature)

 Tel No email:

I hereby make application for the Registered Condominium Manager designation of the Association of Condominium Managers of Ontario and agree to abide by the Code of Ethics and the terms and conditions set, from time to time, by the Association governing the use of its name, professional designations, crests, logos and other identifying marks. I also agree that if I am successful in obtaining this designation I can only use it if I am an ACMO member in good standing.

The applicant has read ACMO's privacy policy and hereby consents to ACMO utilizing personal information for the purpose outlined therein including for the purpose of collecting payment, invoicing, creating a list of members, advising the party of information that may be of interest to him/her.

I hereby certify that the information provided herein is true, accurate and complete.

I hereby acknowledge and agree that ACMO, or its designated agent in its sole discretion, shall have the authority to contact any of the third parties, who have confirmed my working history, for the sole purpose of processing this application.

I hereby consent to ACMO's use of my personal information for the purpose of promoting me as a member of ACMO.

Date _____ Signature of Applicant _____

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Experience Qualification for the RCM Designation

To the CEO/VP/Regional Manager, RCM or Board of Directors Members signing off experience qualifications.

Please confirm that the RCM candidate has completed all of the following experience requirements:

- The Candidate has had a minimum of 2 years of full-time, primary Property Management accountability/responsibility for at least 1 Condominium Corporation, 1 Shared Facility of 2 or more Condominium Corporations, or 1 phase of a Phased Condominium Corporation.
- The Candidate is the primary contact person for the Board of Directors, Owners and Service Contractors for at least 1 Condominium Corporation, 1 Shared Facility of 2 or more Condominium Corporations, or 1 phase of a Phased Condominium Corporation.
- The Candidate has prepared and presented Property Management and Financial Reports for at least 8 meetings of a Board of Directors or a Shared Facilities Committee.
- The Candidate has enforced the Corporation documents, the collection of arrears and has prepared Status Certificates.
- The Candidate has supervised Corporation Staff, Trades and/or Contractors as applicable to the property or properties that they manage.
- The Candidate has dealt with after hours and weekend emergencies.
- The Candidate has prepared at least 1 Annual or Special General Meeting package and taken primary accountability/responsibility for the organization of the meeting.
- The Candidate has prepared or participated actively in the preparation of at least 2 annual Budgets and presented them to the Board of Directors for approval.
- The Candidate has prepared or participated actively in the preparation of at least 2 budget packages for Owners or, in the case of Shared Facilities, to the participating Corporations.

Please note: Specific requests from individuals who do not meet all of the above criteria may be forwarded to ACMO's Director of Education and the PD Committee for review.