

*Friends of*

**IREM**



The Institute of Real Estate Management  
Houston Chapter No. 28  
5851 San Felipe, Suite 235  
Houston, TX 77057  
713.783.9225 / Fax 713.783.0283  
[www.iremhouston.org](http://www.iremhouston.org)



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*Thank you for your interest in our popular Friends of IREM program.  
Enclosed you will find detailed information regarding the program  
as well as an application for our waiting list.  
Please feel free to contact us if you have questions.*





**The Institute of Real Estate Management (IREM®) Houston Chapter** has been the source for education, resources and membership for real estate management professionals since 1955. An affiliate of the National Association of Realtors®, IREM is the only professional real estate management association serving both the multifamily and commercial real estate sectors.

IREM Houston Chapter No. 28 is the third largest in the world, and has nearly 600 members. Our leaders strive to keep members informed on the latest legislative activities, safety standards, current industry trends, as well as providing education seminars, community service opportunities, a job referral service, and candidate assistance services.

In an effort to enhance knowledge and professionalism, the Houston Chapter awards between \$10,000 and \$25,000 annually in local scholarships for courses. IREM also promotes ethical real estate management practices through its credentialed membership programs. These esteemed designations certify competence and professionalism for those engaged in real estate management. In addition, IREM offers Associate, Student and Academic memberships globally. IREM Members are employed by some of the most prestigious real estate firms in the world.

**The mission of the IREM Houston Chapter No. 28 is to:**

- Provide premier real estate related education and training.
- Promote professionalism and ethical standards in real estate management.
- Increase recognition of the IREM and its designations.
- Monitor, communicate, and impact issues affecting the real estate industry.
- Enhancing chapter growth through timely and proactive services to its members.



**Our Friends of IREM program was established in 1994** and maintains most of its original Friends companies. Friends of IREM are encouraged to use IREM functions to network with their target market. Luncheons, seminars and social events are the perfect arena to meet prospective clients and maintain relationships with current ones. The Friends of IREM Program is limited to 35 Friends at any one time so that the opportunities to meet and network with key decision makers in the industry is maximized.

As with any sales, marketing or volunteer effort, you get out what you put in. It is a requirement that Friends of IREM representatives volunteer on IREM Committees, take advantage of our luncheon booth opportunity, provide newsletter articles, a photo for our website, donate door prizes and become involved in the organization. This will ensure that you reap rewards for your marketing dollar.

Etiquette at IREM functions is simple. IREM members attend luncheons and seminars to receive information and to network with their peers. Please keep this in mind. Use these opportunities to allow property managers to put a name and face with your company and follow up on prospective leads at a later time.



### **Program Benefits and Opportunities include:**

- An exclusive program, limited to 35 Friends. Members of IREM are discouraged from inviting outside vendors to IREM events, unless they are potential Friends in a category where a vacancy exists.
- Opportunities to network with the Houston area's top professional property managers and real estate decision-makers.
- Complimentary attendance, with prior registration of one representative at IREM luncheons. (Does not include jointly held luncheons with other groups or special event luncheons). Up to two additional representatives are welcome to attend at the discounted member rates, with reservations.
- Special badges (2) to wear at IREM luncheons stating that you are a "Friend of IREM."
- Opportunities to serve on IREM Committees with property management professionals.
- Recognition throughout the year in member communication, social media outlets and reminders.
- The opportunities to write or provide articles for our news and blog communications.
- Opportunities to sponsor industry events.
- Recognition including your logo on our website.
- Notification of all IREM events and networking opportunities.



### **Program Policies:**

- Our program is limited to a total of 35 service providers and there will be no more than three Friends in any one category type.
- The cost of our Friends program is \$2,500.00 per year. The Executive Council reserves the option to terminate membership at any time during the year with or without cause. Terminated Friends will be reimbursed for the remaining months in the calendar year on a prorata basis.
- A Friends of IREM Committee will monitor the quality of the program. The Committee will meet quarterly and will always include Friends of IREM participation.
- It is a requirement that Friends of IREM companies participate on committees, attend events, contribute to the newsletter and consider contributing prizes and sponsorships. Our Executive Council feels these are opportunities to gain the most value from the program.
- Friends of IREM can request an annual set of IREM mailing labels with member names and addresses for their marketing use. There is a \$15.00 fee to produce the labels.
- Friends of IREM not making prior reservations for the monthly luncheons will be charged the normal member late fee at the door.
- Non-endorsement disclaimers may be used when acknowledging a Friend of IREM to the membership and in advertising materials.
- Friends of IREM may not use the IREM logo in their company collateral, but may use the approved Friends of IREM logo.
- Benefits of being a Friend will be published in the application package.
- Applications will be approved at the Executive Council meeting following receipt of application. Executive Council reserves the right to decline any application with or without cause. Once approved, membership fees are calculated on a calendar year and may be prorated. Participation in the Friends program is reviewed annually and participants are renewed at the discretion of the Executive Council.



# IREM

## Program Application Application Processing Fee \$250

Contact Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Email: \_\_\_\_\_ Other Professional Affiliations: \_\_\_\_\_

How did you first become familiar with IREM? \_\_\_\_\_

Sponsor Name (must be a CPM): \_\_\_\_\_ Telephone: \_\_\_\_\_

List names, addresses & phone numbers of 2 business references:

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

Telephone: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

If paying the application fee by MasterCard, Visa or AmericanExpress credit cards, please include information below:

Credit Card account number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

**Please sign the form and send to IREM Houston, 5851 San Felipe, Suite 235, Houston, TX, 77057 with your nonrefundable \$250 application fee. Once we have an available position in the program and you accept, you will be billed for the \$2,500 annual membership fee.**

*Please note: A friend shall be a Friend, not a member of the Institute. Only CPM members, AMO member firms and ARM committee participants may be members. By signing below, I agree that I shall not hold myself out to be a member of the Institute of Real Estate Management, nor shall I use or permit the use of the CPM, ARM designations or any other indication of membership in, or affiliation with, the Institute. I understand that, if approved as a Friend of IREM, I may use the name Institute of Real Estate Management and/or its acronym "IREM" only in conjunction with the words "Friend of" for the sole and limited purpose of indicating that I am a Friend of the Institute. The "Friends of IREM" program is not a National program but solely and exclusively under the direction and administration of the IREM Houston Chapter No. 28. All rules, regulations, privileges and penalties, costs, dues, changes, modifications, administration and such are under the sole direction and discretion of the IREM Houston Chapter No. 28. The IREM Houston Chapter No. 28 may modify and/or terminate participation and/or the program without prior notice.*

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

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