



# CMM Supplemental Application Housing/Real Estate Management



Institute of Housing Management

## **A. Housing Management Specialist**

- |  | Completed                | Documented*              |               |
|--|--------------------------|--------------------------|---------------|
| 1. Property and Building Administration Course Completion  | <input type="checkbox"/> | <input type="checkbox"/> | Office<br>Use |
| 2. Building Maintenance for Property Managers Course Completion  | <input type="checkbox"/> | <input type="checkbox"/> |               |
| 3. Employment Experience:<br>3 years, full-time, in Municipal Property/Real Estate Governance Management (5,460 hours) | <input type="checkbox"/> | <input type="checkbox"/> |               |

Note: Re-certification Requirement (every 3 years)  
A minimum 14 hours industry related training/workshop through **IHM**  
(i.e. IHM educational conference attendance = 14 hours)

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ (MM/YY): \_\_\_\_\_ to \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ (MM/YY): \_\_\_\_\_ to \_\_\_\_\_ \*\*

*\*\* Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application \* Provide detail if additional positions*

## **B. Housing Management Professional**

**Above requirements must be completed, CMM II level designation achieved and Items 1 - 4 below completed**

- |  | Completed                | Documented*              |               |
|--|--------------------------|--------------------------|---------------|
| 1. Strategic and Financial Planning for Property Managers  | <input type="checkbox"/> | <input type="checkbox"/> | Office<br>Use |
| 2. Human Relations for Property Managers   | <input type="checkbox"/> | <input type="checkbox"/> |               |
| 3. Completed two (2) additional elective courses for IHM Certificate completion  | <input type="checkbox"/> | <input type="checkbox"/> |               |
| 4. Employment Experience:<br>5 years, full-time, in Municipal Property/Real Estate Governance Management (9,100 hours) | <input type="checkbox"/> | <input type="checkbox"/> |               |

Note: Re-certification Requirement (every 3 years)  
A minimum 14 hours industry related training/workshop through **IHM**  
(i.e. IHM educational conference attendance = 14 hours)

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ (MM/YY): \_\_\_\_\_ to \_\_\_\_\_

Title: \_\_\_\_\_ Employer: \_\_\_\_\_ (MM/YY): \_\_\_\_\_ to \_\_\_\_\_ \*\*

*\*\* Documented: include copies of certificates/diplomas, agendas/transcripts where possible with CMM Application \* Provide detail if additional positions.*



**New applicants must attach their CMM Application**  
**Complete all sections for accurate evaluation**



**C.** 1. Applicant: \_\_\_\_\_ Employer: \_\_\_\_\_

2. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

4. **IHM Member**     Yes     No    **\*\*IHM Membership Required to Apply\*\***

5. **Witness:** a) Municipal Official (IHM Member): \_\_\_\_\_

b) Signature: \_\_\_\_\_ Title: \_\_\_\_\_

*\*Witness identity only – not verification of content.*

**Fee: \$245 (includes CMM & IHM Enhancement) HST Exempt.**

Cheque payable to OMMI or pay by VISA \_\_\_\_\_ Exp / / CVV: \_\_\_\_\_  Corp  Personal

Name on Card: \_\_\_\_\_

**Mail/Courier application to 618 Balmoral Drive, Oshawa, ON L1J 3A7**