



Institute of Real Estate Management

of the NATIONAL ASSOCIATION OF REALTORS®
P.O. Box 241283 • Omaha, NE 68124 • Bus: (402) 592-4499 www.IREMNE.org •
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Nebraska Chapter No. 12

Chapter Officers

PRESIDENT

Max Bogard, CPM®

PRESIDENT-ELECT

Soni Navarro, CPM®, ARM®

TREASURER

Lana Odeh, CPM candidate®

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1945	Harlan G. Easton
1946	John B. Wadsworth
1947	Harold C. Payne
1948	Walter L. Blore
1949	Hiram S. Manville
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1952	Arthur W. Schmad
1953	Grant Benson, Jr.
1954-55	Lloyd M. Peterson
1956	Jack R. Evahn
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1959	Robert J. Wilson
1960	John R. Maenner
1961	Robert R. Root
1962	Harland L. Mossam, Jr.
1963	Albert H. Westendorf
1964	Ronald N. Gass
1965	Ernest F. Fruhbauer
1966-67	Richard G. Eckstrom
1968-69	Arthur C. Anthony, Jr.
1970	Charles J. Leise
1971	Ernest F. Fruhbauer
1972	Francis J. Kilton, Jr.
1973	N. P. Dodge, IV
1974	Charles J. Leise
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1983	Karon K. Hansen
1984	Robert D. Pollard
1985	Walter M. Duda
1986	John H. Dickerson
1987	Marilyn E. Corman
1988	Dale R. Novacek
1989	Randall R. Lenhoff
1990	Stephen M. Cary
1991	Robert A. Murphy
1992	Michael S. Croushorn
1993	Joyce M. Rickard
1994	Robert L. Hansen
1995	Carla J. Chin
1996	Beverly J. Ellis
1997	Nancy J. Roberts
1998	R. Michael Alt
1999	Elizabeth A. Gray
2000	Rebecca E. Rutherford
2001	Jane M. Reilly
2002	Kim W. LaPier
2003	Keith Gleason
2004	Nate Dodge
2005	Charlotte J. Neitzel
2006	Shannon K. Yates
2007	Paul D. Rutherford
2008	Heather R. Coopridge
2009	John Krecek
2010	David H. Davis
2011	Scott A. Vyskocil
2012	Kristy Lamb
2013	Sahar Al-Turk
2014-15	David J. Gibbs
2016	Ronald Price

Dear Scholarship Applicant:

For over 50 years, the Institute of Real Estate Management (IREM®) has been awarding professional recognition to those property and asset managers who have achieved standards of excellence through education and experience. The Nebraska Chapter of IREM® has developed a scholarship program designed to assist with the educational curriculum that leads to the designation CERTIFIED PROPERTY MANAGER (CPM®), or the award of ACCREDITED RESIDENT MANAGER (ARM®). There are three \$250.00 scholarships available.

The Nebraska Chapter is offering the opportunity for an individual to take IREM® courses, with some of the tuition paid by the Chapter. If you are interested in investing in your future, or the future of one of your employees, call or email our IREM® Association Executive, Tiffany Behrens, at 402-592-4499 or ChapterAdmin@iremne.org, for an application. Applicants need not be current ARM® applicants, or CPM® Candidates.

Scholarship applications must be returned to the Chapter no later than January 20th 2017. Applications should be sent to IREM®, P. O. Box 241283, Omaha, NE 68124.

In addition, IREM offers scholarship programs through the IREM Foundation. These scholarships have varying qualification requirements and application deadlines. For more information on the IREM Foundation Scholarships please visit the website at www.irem.org.

Sincerely,

Max Bogard, CPM®
President



**CERTIFIED
PROPERTY
MANAGER®**



**ACCREDITED
RESIDENTIAL
MANAGER®**



**ACCREDITED
MANAGEMENT
ORGANIZATION®**



**ACCREDITED
COMMERCIAL
MANAGER**

APPLICATION FOR SCHOLARSHIP
AWARDED BY NEBRASKA CHAPTER 12
OF THE INSTITUTE OF REAL ESTATE MANAGEMENT

Name: _____
Residence Address: _____
Name of Firm/Company: _____
Business Address: _____
Business Phone: _____
Direct Supervisor: _____

Education:

- A. High School, Year of Graduation: _____
B. College Work: _____
 Name of School: _____
 Number of Years Attended: _____
 Major or Subjects Taken: _____
 Degree Received & Year: _____
 Advanced Degrees: _____
C. Other Post High School Education: _____

References:

- A. CPM's who are acquainted with your real estate management activity:
(List name, company and phone number)
1. _____
2. _____
3. _____
- B. Other business references who are acquainted with your real estate management activity:
(List name, company and phone number)
1. _____
2. _____
3. _____
- C. Membership in Real Estate Organizations:
(List name and level of activity (i.e. member, board member, officer))
1. _____
2. _____
- D. Do you have a real estate license? _____ State? _____
Has your license ever been suspended, censored, or revoked? _____
- E. Explain your need for a Scholarship: _____

Experience:

- A. How long have you been in the real estate management business? _____
- B. List the names and addresses of employers from the past five years and you job title or position:

- C. Indicate the number of units or square feet managed as appropriate for the types of properties below:
Houses (units) _____ Rental Mobile Homes (units) _____
Apartments (units) _____ Mobile Home Park (units) _____
Condominiums (units) _____ Rental Buildings (SF) _____
Office (SF) _____ Other (describe) _____
Industrial (SF) _____ _____
Retail (SF) _____ (units or SF) _____
- D. Indicate with an "X" each of the property management functions you perform in your current Management position:
1. _____ Routinely manage on-site personnel, either directly or through others.

2. _____ Decide which items or services are to be purchased, determine quantity and quality of purchases, approve invoices, and negotiate or approve contracts for services.
3. _____ Regularly direct employees or contractors who perform maintenance and repair work, judging work performance, adherence to specification, and observance of safety regulation.
4. _____ Conduct scheduled on-site inspections at least quarterly using inspection checklists.
5. _____ Meet routinely and personally with building occupants on management matters
6. _____ Establish or monitor and enforce operating policies and procedures, such as working hours, training procedures and accountability for equipment.
7. _____ Have authority for single expense of \$500 or more.
8. _____ Supervise the monitoring of receipts, journal entries, records of account, bank deposits, and collection of unpaid or slow paying accounts.
9. _____ Supervise the process of renting and lease renewals.
10. _____ Prepare annual budgets, including capital expenditure budgets, or review and authorize such budgets prepared by subordinates.
11. _____ Review and approve monthly operating statements, together with any explanatory text required, and submit to owner
12. _____ Authorize or establish a property record-keeping system or supervise and control the maintenance of an existing system or property records.
13. _____ Prepare marketing plans, including selection of media, format, and amount of advertising.
14. _____ Determine insurable risks and, based on familiarity with customary coverages, recommend coverages to owners.
15. _____ Determine the rent to be charged and authorize deviations from this rate in appropriate cases: determine additional rent to be charged if special improvements are required.
16. _____ Manage with full authority and directly supervise off-site management staff or contracted management firms.
17. _____ Analyze and review financial requirements with owner and, when appropriate, recommend alternate sources of funds.
18. _____ Advise owner of need to consult legal counsel based on management knowledge, familiarity with applicable laws and statutes, and possible legal and tax implications of specific actions.
19. _____ Review and advise owners of estimates of value and assess the implications of these estimates have in comparison to similar properties: determine the reasonableness of assessed value and insured value.
20. _____ Identify and analyze alternate uses of property and implement a plan to change a property's use, or approve such a plan (e.g., converting a residential building to commercial use)
21. _____ Identify, analyze, and implement or approve a major maintenance or remodeling programs
22. _____ Approve major variances from budget, exclusive of emergencies.
23. _____ Have primary responsibility for compliance with government regulations.
24. _____ Authorize the establishment of or approve controls and management information systems (e.g., accounting systems).
25. _____ Analyze and approve submissions for financing based upon a working knowledge of packaging and analyzing loan submittals.
26. _____ Select and negotiate management controls; monitor the performance of properties managed directly or by contracted firms.
27. _____ Through a formal analytical process, identify and recommend or approve properties for acquisition or disposition.

All information provided by me is complete and correct to the best of my knowledge and belief. If information is found to be false, my application can be disqualified or I will reimburse Nebraska Chapter 12 for the scholarship award if already received.

I authorize Nebraska Chapter 12 to talk to my employer and other references provided by me.

I understand that if awarded a scholarship, I must present to the Nebraska Chapter a course registration for approved courses within twelve months of the scholarship award. All expenses in excess of the cost of tuition will be paid by me or my employer. The scholarship is for tuition only, not to exceed \$250.00.

Date: _____

Signature: _____