

Institute of Real Estate Management Research Guide

NAR Archives Research Guide

The National Association of REALTORS® Archives produces Research Guides with the goal of helping members, scholars, and staff locate information held in the Archives. Each Guide covers one series of records, providing historical background and context on how the materials relate to NAR as a whole. In addition, the Guides contain content lists, brief notes about the materials, and box locations within the Archives. Researchers can use these Guides to gain a better understanding of the materials and quickly decide which records may be most relevant to their research.

Institute of Real Estate Management Series D8

<https://realtor.soutrnglobal.net/Portal/Members/en-US/RecordView/Index/5908>

The Institute of Real Estate Management (IREM) began as NAR's Property Management Division in 1923. In 1933, it officially became the NAR affiliate, IREM. IREM is an international organization for property and asset managers. IREM holds the goal of advancing the real estate management career through leadership, collaboration, and inclusion. Additionally, they offer industry-leading courses, internationally recognized certifications, and networking opportunities. IREM is the only organization serving the multifamily and commercial sectors. IREM offers several designations, including the 4 most distinguished membership credentials: Certified Property Manager (CPM), Accredited Residential Manager (ARM), Accredited Commercial Manager (AcoM), and Accredited Management Organization (AMO). Today, IREM continues to spread accurate and informative real estate knowledge to its community and international members.

Collection:

D8:01 IREM Organization & Operation

D8:01 Box 1

- IREM by-laws and amendments 1933-1992
 - Includes by-laws, and statements of amendment, correspondence and letters of approval (including approval letters from NAR), IREM's code of professional ethics, a CPM professional pledge, agency agreements, regulations, standards of professional practice and a staff mission statement.
- IREM state charters
 - Includes charters for the Pittsburg, Michigan, District of Columbia, San Diego, Memphis, Sacramento Valley, Chicago, Virginia, Oregon-Columbia, Greater Chattanooga, Houston, Washington and Southern British Columbia, and Greater New York chapters.
- Letters, memorandums, and other correspondence, 1933 – 1965.
 - Includes discussion of the formation and history of IREM, recognition as an organization by the State of Illinois, patents, incorporation of chapters, trademarks, results of questionnaires, files for candidacies, the emblem, relationship with NAR and Appraisal Institute, relationship with Canada, governmental relations, administrative changes, agenda items, pension plans, the Ad Hoc Committee, and messages from the IREM President's office.
- IREM ethics board resource guide
 - Includes IREM's code of professional ethics and by-laws, AMO's code of professional ethics, the roles of an ethics inquiry board member, an appeal board member, and an ethics hearing and discipline board member, and an ethics hearing road map. It also includes general membership qualification criteria and guidance on application of fair housing.
- IREM committee legislations
 - Includes new regulations on the division of education's subcommittee on publications, and the subcommittee on courses and training, regulations on the AMO activities committee, the accrediting committee, the budget and finance committee, the membership and chapter activities committee, the executive committee, the admissions committee, and the subcommittee on research, standards, and forms.
- Handbooks, photographs, emblems
 - Includes a chapter handbook, joint ventures, IREM consultation services and advisory service pamphlets, PM certified pin, and IREM's logo/emblems. Member photos are also included.

D8:01 Box 2

- Letters, memorandums, and correspondence, 1966 – 1997.

- Includes discussion of franchise agreements, amendments, reports, MLS, Ad Hoc Committee, debate on merger between IREM and Building Owners and Managers Association (BOMA), education foundation, relationship with NAR and International Real Estate Federation (FIABCI), computer software, market survey responses, cost shares, 1984 client template, and staff/committee mission statement.

D8:02 IREM Governance & Leadership

D8:02 Box 1

- Board of Directors Correspondence, 1937
 - Includes IREM Director of Activities correspondence with CPM members and a teamwork pamphlet
 - Note: folder is maintained in original order, date appears on older binder that has been discarded
- President and Administrator Rosters 1962-1997
 - Includes a 1962 report of proposed regional Vice-Presidents and a 1997 guide on local chapters. This 1997 pamphlet contains a list of the chapter presidents and administrators.

D8:03 IREM Membership Rosters, Guidelines, & Recruiting Material

D8:03 Box 1

- Membership survey, September 22, 1972
 - Survey on members thought on IREM's promotional programs and development needs.
- Membership materials
 - Recruitment pamphlets for the Certified Property Manager (CPM), Accredited Resident Manager (ARM), and the Accredited Management Organization (AMO) memberships, hiring brochures for property owners who need assistance from a certified IREM member, CPM pamphlet on standards and qualifications, and an IREM factbook on the meaning of CPM and AMO.
 - Requirements for candidate designation and membership applications.

D8:03 Box 1-5

- Membership directories, 1955-1999
 - Membership rosters for the national and chapter offices including all designations and the IREM by-laws and code of ethics.

D8:04 Education & designations

D8:04 Box 1

- Education and courses, 1940 – 1984.
 - The content of the courses includes the following: Real estate management, experience exchange reports in apartment buildings, tools for creative property management, research study on effects of implementing energy conservation methods in income producing properties, energy cost reduction for apartment owners, energy cost control for multifamily properties, how to write an operation manual, computer applications in property management accounting, housing for the elderly.

D8:04 Box 2

- Education and courses, 1986 – 1988.
 - The content of the courses includes the following: Commercial, retail, and residential real estate markets, correlation of behavioral traits with specific property management tasks, educating America's premier network of property management tasks, keys to equal opportunity in rental housing, computer applications in property management accounting, valuing a property management company, and other pass-through clauses.

D8:04 Box 3

- Education and courses, 1990 – 1992.
 - The content of the courses includes the following: Developing an emergency procedure (contains VHS copy), lease escalators, real estate in the 90s, managing REO and receivership properties, and compliance made practical.

D8:04 Box 4

- Education and courses 1992-1996.
 - The content of the courses includes the following: Expanding your market, successful strategies for residential and commercial properties, careers in real estate management, consumer's guide to selecting an apartment, buying a residential condominium, rent control, residential safety, and energy conservation recommendations.
- Course catalogs, 1984-1997

D8:04 Bound Materials

- Practical Courses in Real Estate Management: Volume 1, 1936?
- Practical Courses in Real Estate Management: Volume 2, n.d.
- Management Classes, 1936

D8:05 IREM Conventions & Meetings

D8:05 Box 1

- Membership program packet, 1935-1936
 - Includes program directories, dinner meeting menus, “Uniform Classification and Analysis of Apartment House Income and Expense” by Delbert S. Wenzlick and the “Property Analysis Physical” by Milo B. French.
 - Note: folder is maintained in original order.

D8:05 Box 1-4

- Meeting minutes, 1933 – 1995.

D8:06 IREM Publications

D8:06 Box 1

- Buildings and Building Management, Jan-June 1933.
- The Principles and Technique of Real Estate Management, 1940
- Principles of Real Estate Management, pre-publication edition, 1943
- Fundamentals & Standards: Manual No.1, 1946?

D8:06 Box 2

- The Principles of Real Estate Management, 1st edition, 1947
 - Two copies of this volume
- The Principles of Real Estate Management, 2nd edition, 1948
 - Two copies of this volume

D8:06 Box 3

- Publications 1966-1969
 - Investing In Real Estate, 1966
 - The Real Estate Management Department: How to Establish and Operate It
 - The Real Estate Dollar, 1969
- Apartment Building Income-Expense Analysis 1966-1970
- The Property Management Process, 1972

D8:06 Box 4

- Publications, 1981
 - Alternatives to Master Metering in Multifamily Housing, 1981
 - Energy Cost Guide for Multifamily Properties, 1981
- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1984
- Income/ Expense Analysis: Federally Assisted Apartments, 1986
- Income/ Expense Analysis: Conventional Apartments, 1986
- Income/ Expense Analysis: Federally Assisted Apartments, 1987
- Income/ Expense Analysis: Conventional Apartments, 1987
- Income/ Expense Analysis: Federally Assisted Apartments, 1988
- Publications, 1988
 - Income/ Expense Analysis: Conventional Apartments, 1988
 - Computer Applications: In Property Management Accounting, 1988

D8:06 Box 5

- Income/ Expense Analysis: Federally Assisted Apartments, 1989
- Income/ Expense Analysis: Conventional Apartments, 1989
- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1989
- Income/ Expense Analysis: Office, Downtown and Suburban, 1990
- Income/ Expense Analysis: Federally Assisted Apartments, 1991
- Income/ Expense Analysis: Conventional Apartments, 1991
- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1991

- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1992

D8:06 Box 6

- Income/ Expense Analysis: Federally Assisted Apartments, 1993
- Income/ Expense Analysis: Conventional Apartments, 1993
- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1993
- Rehabilitating Apartments: A Recycling Process, 1994
 - Two copies of this volume.
- Income/ Expense Analysis: Federally Assisted Apartments, 1994
- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1994
 - Two copies of this volume.

D8:06 Box 7

- The Real Estate Manager's Technical Glossary, 1999
 - Two copies of this volume, both sealed in plastic.
- Income/ Expense Analysis: Federally Assisted Apartments, 1999
- Income/ Expense Analysis: Conventional Apartments, 1999
- Income/ Expense Analysis: Office Buildings, Downtown and Suburban, 1999
- Income/ Expense Analysis: Condominiums, Cooperatives, and PUDs, 1999
- Income/ Expense Analysis: Shopping Centers, 1999
 - Volume sealed in plastic.

D8:06 Box 8

- News Articles and the Journal of Property Management, 1958 – 1965.
- Journal of Property Management, 1982-1985

D8:06 Box 9

- Journal of Property Management, 1986-1995
- News Releases, 1990-2000
- Government & Business: Teaming up to Reach One Solution, n.d.

D8:06 Box 10

- Journal of Property Management, 1996-2003.
- IREM journal and volume subscription/order forms.

D8:06 Bound Materials

- Journal of Real Estate Management: Volume 1, 1934-1935
 - Two copies of this volume.
- Journal of Real Estate Management: Volume 2, 1936-1937
- Journal of Real Estate Management: Volume 3, 1937-1938
- Journal of Certified Property Managers: Volume 4, 1938-1939
- Journal of Certified Property Managers: Volume 5, 1939-1940
- Journal of Certified Property Managers: Volume 6, 1940-1941

- Journal of Property Management: Volume 7, 1941-1942
- Journal of Property Management: Volume 8, 1942-1943
- Journal of Property Management: Volume 10, 1944-1945
- Journal of Property Management: Volume 11, 1945-1946
- Journal of Property Management: Volume 12, 1946-1947
- Journal of Property Management: Volume 13, 1947-1948
- Journal of Property Management: Volume 14, 1948-1949
- Journal of Property Management: Volume 15, 1949-1950
- Journal of Property Management: Volume 16, 1950-1951
- Journal of Property Management: Volume 17, 1951-1952
- Journal of Property Management: Volume 18, 1952-1953
- Journal of Property Management: Volume 19, 1953-1954
- Journal of Property Management: Volume 20, 1954-1955
- Journal of Property Management: Volume 21, 1955-1955
- Journal of Property Management: Volume 22, 1956-1957
- Journal of Property Management: Volume 23, 1957-1958
- Journal of Property Management: Volume 24, 1958-1959
- Journal of Property Management: Volume 25, 1959-1960
- Journal of Property Management: Volume 26, 1960-1961
- Journal of Property Management: Volume 27, 1961-1962
- Journal of Property Management: Volume 28, 1962-1963
- Journal of Property Management: Volume 29, 1963-1964
- Journal of Property Management: Volume 30, 1965
- Journal of Property Management: Volume 31, 1966
- Journal of Property Management: Volume 32, 1967
- Journal of Property Management: Volume 33, 1968
- Institute of Real Estate Management Bulletin: Volume 1, No. 1-39
- Institute of Real Estate Management Bulletin: Volume 2, No. 40-98
- Institute of Real Estate Management Bulletin: Volume 3, No. 99-134
- Institute of Real Estate Management Bulletin: Volume 4, No. 135-182
- Institute of Real Estate Management Bulletin: Volume 5, No. 183-218
- Institute of Real Estate Management Bulletin: Volume 6, No. 219-266
- Institute of Real Estate Management Bulletin: Volume 7, No. 267-302
- Institute of Real Estate Management Bulletin: Volume 8, No. 303-314
- The Practice of Real Estate Management: For the Experienced Property Manager, 1976
- Wage-Hour and Employment Practices Manual, 1979
 - Two copies of this volume.
- Principles of Real Estate Management, 13th edition, 1991
 - Three copies of this volume.