



BOMA/Chicago Foundation 2026 Scholarship Application & Guidelines Foundations of Real Estate Management

PURPOSE

The **Foundations of Real Estate Management Class Scholarship** offers needs-based financial assistance to individuals aspiring to a career in commercial real estate property management. The scholarship is valued at \$950 and will be awarded annually to up to three recipients. The Scholarship is awarded to applicants who have an interest in learning more about CRE property management, a commitment to starting a career in this industry, financial need, and potential for leadership.

CLASS INFORMATION

Foundations of Real Estate Management is a Commercial Real Estate (CRE) 101 class designed for those who are interested in learning more about the industry and a career in property management. The class is held on six nights over three weeks, totaling 18 hours of instruction. Class includes guided tours of prominent downtown Chicago buildings. Class topics include the essentials of commercial real estate administration, management, building systems, accounting and reporting, contract management, and more.

The Foundations class will be held in the first quarter of 2026.

An exam is not required as part of the Foundations class. The Foundations class is not part of the Real Property Administrator (RPA) designation.

APPLICATION DEADLINE

The application deadline is October 22 by 5PM. All applications must [be submitted online](#).

REQUIREMENTS FOR SCHOLARSHIP CONSIDERATION

1. Applicants must meet the following eligibility criteria:
 - This scholarship opportunity is for individuals working for a Chicago office building in a capacity other than property management who are interested in transitioning to a property management career. The ideal applicant is one who has or is developing an understanding of important aspects of building operations (for example: security guards, janitorial staff, and building engineers).
 - For purposes of this scholarship, working “for” a Chicago office building includes employees of building contractors.
 - Applicants must have worked for a commercial office building for at least six months.
 - This needs-based scholarship is only available to individuals whose employers do not cover the cost of the Foundations class.
 - At a minimum, applicants must have received an associate degree or be currently enrolled in an associate degree program.
 - Applicants do NOT have to be a BOMA/Chicago member.
 - Applicants must submit a complete Scholarship Application form, with its requested attachments, by 5PM on October 22.
 - Applicants must be able to explain why they are interested in a commercial real estate property management career.
 - *Please contact Jaclynne Madden at jmadden@bomachicago.org if you have questions about your eligibility.*

2. Applicants must submit a completed Foundations Class Scholarship application and the associated attachments by the application deadline.
 - You can access the online application form [by clicking here](#).
 - Before beginning your online application, we suggest that you:
 1. Answer all questions in a separate document and spell-check your answers. You can then copy and paste your answers online. Once you begin your application, you **cannot** save it to return and complete later.
 2. Have all of your attachments ready.
 - The scholarship application questions are below. Please answer the questions in 600 words or less.
 - i. **REQUIRED: Commitment to the Commercial Real Estate Industry**
 - Explain your career history and why you want to start a career in commercial real estate property management.
 - ii. **REQUIRED: Financial Need & Employer Support**
 - What is your employer's policy on funding education classes?
 - How has this policy impacted your ability to pursue commercial real estate education and training?
 - iii. **OPTIONAL: Additional Information**
 - Is there anything else you would like to share about yourself, such as your community involvement, volunteer work, or other activities?
 - iv. **OPTIONAL: Letter of reference from a professional contact (colleague, supervisor, teacher, etc.). This is optional and not required.**
 - Please ask your reference to submit their letter via this link:
<https://bomachicago.growthzoneapp.com/ap/Form/Fill/LzXXEFjp>
3. Please attach your current resume.
4. You can attach your college transcript (but this is not required).
5. Finalists will interview with the BOMA/Chicago Foundation Scholarship Committee on the morning of November 4, 2025.
6. If awarded the scholarship, applicants will be required to:
 - Attend all six nights of the Foundations of Real Estate Management class in-person.
 - Meet with a BOMA/Chicago Foundation mentor on a quarterly basis to continue developing your career.