



**Interview Form
Active Membership Applicant**

Date Received:

**CHAPTER ADMISSIONS CHAIR
& PRESIDENTS REPORT:**

Interview Conducted? Yes No

Date: _____

GFI Affidavit Reviewed? Yes No

Meets GFI Requirements? Yes No

Is Application Complete? Yes No

If No, Explain: _____

Has Real Estate License? Yes No

If No, Explain: _____

Ethical/Criminal History? Yes No

If Yes, Explain: _____

COMMENTS: _____

Request further Admissions Committee Review?
 Yes No

If yes, why?

Verification of Gross Fee Income affidavit

Verification of Specialty Declaration

Verification of City/Market choice if
other than office location

Chapter Admissions Chair

SIGNATURE: _____

DATE: _____

Applicant Name _____ Specialty _____

(to be completed by Chapter Admissions Chair or a Chapter Officer)

PLEASE PRINT LEGIBLY OR FORM WILL BE RETURNED.

The Chapter has **30 DAYS** to conduct this Interview. This is the most important step in the process of approving an applicant for membership. The goal of the interview is to verify the applicant's professionalism and ethical standards as well as to confirm GFI. This form shall be signed by the interviewer and returned directly to the address indicated on the last page of the form. Attach additional pages if necessary.

This interview was conducted on _____ and in:

- In Person Location _____
- By Phone
- Video Call

Ask to see a few closed deal files. Please review proposals, letters and other documentation. (if by phone, ask applicant to fax or scan pages for review). Do these documents demonstrate the virtues of professionalism? Yes No

Are you convinced that the applicant is qualified and is actually rendering commercial real estate services at the level expected of an SIOR member? Yes No

Ask about a transaction. In your opinion does the applicant have broad knowledge and practical experience in the industrial and/or office real estate field? Yes No

Please comment:

Is the applicant proficient in other fields of real estate? Management Construction Accounting
 Legal Finance/Investment Other _____

Ask about Cap Rates Market Trends Vacancy Absorption Lease/Sale rates to gather an opinion. Is the applicant capable of analyzing complex real estate problems in the area of expertise in which the applicant's specialty is claimed (industrial, office, sales management, advisory services, executive?).

Yes No Please comment:

In your opinion, how does the applicant compare to other leading real estate professionals?

Indicate the percentage of total work hours the applicant has spent during the last three years.

	Office	Industrial	Commercial	Residential
Sales	_____	_____	_____	_____
Leasing	_____	_____	_____	_____
Development	_____	_____	_____	_____
Management	_____	_____	_____	_____
Financing	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTALS	_____ +	_____ +	_____ +	_____ = 100%

Has he/she recently attended any professional seminars or classes? Does the applicant belong to any professional associations or organizations? Please list below:

Does the applicant represent him/herself to the public as a real estate expert on the specialty claimed?

Yes No

Does the applicant recognize that membership in SIOR imposes the obligations of participating in its activities and adherence to SIOR's Code of Ethics? Yes No

Describe the applicant's plans as to future real estate activity. (Does the applicant have plans to expand business or relocate to a different market? Does the applicant own real estate? Is the applicant a principal in the firm?).

Is the applicant's interest in SIOR membership for the purpose of stimulating real estate activity or for other reasons? In your opinion is the applicant interested in participating in the Chapter in a leadership capacity?

Please comment:

Summarize your overall impression of this applicant:

Interviewer's Name (typed)_____ Signature_____

Date Completed_____

Send directly to SIOR's Washington Headquarters, attention:

Sumner Crosby
Manager of Admissions
SOCIETY OF INDUSTRIAL AND OFFICE REALTORS®
1201 New York Ave., NW, Ste. 350
Washington, DC 20005 USA
Email: scrosby@sior.com
Questions? Call Sumner at 202.449.8234

THANK YOU FOR COMPLETING THIS INTERVIEW.