



SIOR INTERVIEW FORM – DESIGNEE APPLICANTS

THIS FORM TO BE COMPLETED BY THE CHAPTER ADMISSIONS CHAIR OR A CHAPTER OFFICER

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 and to confirm his/her Gross Fee Income.

DIRECTIONS: This form shall be completed and signed by the interviewer. Attach additional pages if necessary. Please remit directly via e-mail to Ying-Ying Chow, Manager of Admissions, at [ychow@sior.com](mailto:y Chow@sior.com).
PLEASE PRINT LEGIBLY OR THE FORM WILL BE RETURNED.

Applicant Name: _____ Company: _____

This interview was conducted on _____ and:

In Person – Location: _____ By Phone Video Call

1. **Ask to see several closed deal files. Please review proposals, letters, and other relevant documents. Do these documents demonstrate the virtues of professionalism?** Yes No

If this interview is being conducted by phone, please ask the Applicant to scan or fax the paperwork for review.

2. **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
3. **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:

4. **Is the applicant proficient in other fields of real estate?** Yes No

If yes, please indicate: Management Construction Accounting
 Legal Finance/Investment Other: _____

Please comment:



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5. Ask about: Cap Rates Market Trends Vacancy
 Absorption Lease/Sale Rates

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, Dual Specialist, Sales Management, Executive Management, Advisory Services]? Yes No

Please comment:

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

7. Indicate the percentage of total work hours the applicant has spent during the last three (3) years.

TYPE	OFFICE [%]	INDUSTRIAL [%]	COMMERCIAL [%]	RESIDENTIAL [%]
SALES LEASING				
DEVELOPMENT				
MANAGEMENT				
FINANCING				
OTHER				
TOTAL				

8. Has s/he recently attended any professional seminars or classes? Does the Applicant belong to any professional associations or organizations? Yes No

Please list below:



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9. Does the Applicant represent him/herself to the public as a real estate expert on the specialty s/he has indicated? Yes No

Specialty: _____

10. Describe the Applicant's plans as to future real estate activity.

For Example: 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?

11. Is the Applicant's interest in SIOR Membership for the purpose of stimulating real estate activity or for other reasons?

12. In your opinion, is the Applicant interested in participating in the Chapter in a Leadership Capacity? Yes No

Please comment:

13. Summarize your overall impression of this Applicant.

CHAPTER ADMISSIONS CHAIR:

Signature: _____

Name (Printed): _____

Date: _____