



Commercial Transaction Affidavit

For Online Resume of Qualifying Experience Submission

This form must be submitted by applicants for applying for the Online Resume of Qualifying Experience.

Applicant Name: _____ **Date:** _____

To be completed by the applicant’s managing broker, CFO or a CPA:

I certify that the above-named candidate for the Online Resume of Qualifying Experience.

1) Has met the minimum commercial real estate activity requirement as follows (check one)

- _____ One or more qualifying activities totaling a minimum of \$30 million
- _____ Exactly 10 qualifying activities that must total \$5 million or more
- _____ 20 qualifying activities without regard to total volume

2) I have reviewed the attached Commercial Activity Summary and verify the candidate’s material participation in each activity from the period _____ to _____ in which they were in my supervision.

Certification by the candidate’s firm’s managing broker, CFO or a CPA is required. I hereby declare under penalty of perjury that the activity information provided about is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Name (printed): _____ Title: _____

Phone: _____ Email address: _____

Please have this form notarized below and return to the above-named applicant. The notary must NOT be the applicant’s supervising manager, officer, or CFO nor can this be notarized by the applicant’s family member or someone in the applicant’s company.

Notary seal here: _____

To be completed by the candidate:

I certify that the above information is correct to the best of my knowledge. I have documentation available and am prepared to produce it at the request of CCIM.

By my signature, I hereby grant permission to contact any or all of the principal parties to any of the activities enclosed and acknowledge that falsification of information will permanently disallow the entire portfolio

Signature: _____ Date: _____

Please upload this form and submit with all required contents for the Online Resume of Qualifying of Experience.

Please note: You must submit an affidavit form for each company that you have worked for in the past five years.

If you have any questions, please contact the CCIM designation team at 800/621-7027 ext. 4535 or 4516 or email designation@ccim.com.