



Society of Industrial and Office REALTORS® Application for Associate Membership

Application Process:

SIOR's admissions procedure, conducted pursuant to the terms of SIOR's Bylaws, seeks to assure that applicants for all classes of membership are fully and fairly evaluated in terms of qualification criteria stated in the Bylaws. Membership will be conferred upon all persons demonstrating achievement of the applicable criteria; and no applicant will be admitted on any other basis. Review the current admissions criteria on SIOR's website, www.sior.com.

SIOR conducts a structured process, involving application and credential review at both the local (chapter) and international levels. Once an application has been completed, it should be forwarded, along with all required documents, to Jessica Tully at SIOR's Washington office (see below for address). A copy of the application will be forwarded to the applicable chapter admissions chair (or regional vice president if no chapter jurisdiction applies) for review. Chapter review includes verification of the information presented in the application and supporting documentation and a personal interview. This process can take up to 60 days.

Once the chapter completes its review, the application may be forwarded to SIOR's Admissions Committee if further information is required. The Committee can request additional information relevant to an applicant's qualifications. The Committee and/or Admissions Manager examines all relevant materials and makes a recommendation to the Council of Presidents concerning further action. The Committee and/or Admissions Manager may recommend that applications be approved, disapproved, or postponed pending the receipt of additional factual information or an interpretation of the Bylaws. The Council of Presidents takes final action on the recommendations of the Admissions Committee and/or Admissions Manager. Applications are reviewed on a rolling monthly basis.

The Admissions Manager notifies applicants of the results of their applications following each review.

Application Instructions:

- 1) Review all relevant requirements for membership, including the Bylaws Excerpts regarding membership, available on SIOR's web site, www.sior.com at Membership > Requirements > Associate Membership. Questions about requirements should be directed to the Admissions Manager at (+1) 202.449.8234.
- 2) Although not required, applicants are encouraged to contact the chapter admissions chair for their jurisdiction if they have questions about the chapter review process. Admissions chairs are listed on the SIOR web site, www.sior.com at Membership > Chapters and Regions – or contact the SIOR's Admissions Manager at (+1) 202.449.8234.
- 3) Complete the application legibly and entirely and attach all required supporting documentation. Incomplete and/or illegible applications will be returned unprocessed. Keep a copy for your information and mail original documents with the nonrefundable application fee (see last page of application for payment instructions) to:

Brendan Breen
Society of Industrial and Office REALTORS®
1201 New York Avenue, NW, Suite 350, Washington, DC 20005 USA
Phone (+1) 202.449.8234, Fax (+) 202.664.1320

4) (*Optional*) Send a photograph (headshot in business attire, color or black & white) to be used in SIOR's membership directory and web site upon approval of your application. Photos cannot be returned.

5) Keep in contact with the Admissions Manager who will track your application through the approval process.



Society of Industrial and Office REALTORS®
Application for Associate Membership
(This membership category is for companies, not individuals)

OFFICE USE:
ID: _____
Paid: \$ _____
Rec'd: _____
By: _____
Spec: _____

Associate membership is open to qualified firms that are involved with industrial and/or office real estate in the conduct of their business but do not engage substantially in marketing real estate or third-party brokerage services.

Please print or type all information. Attach additional pages if you need more space to answer any question. Illegible applications will be returned. Applications are available in Acrobat format only (not available in Word format).

1. COMPANY INFORMATION

Legal Name _____
 Address _____
 City _____ State/Province _____ Zip/PCode _____
 Country _____

2. DELEGATE INFORMATION

Primary Delegate* Secondary Delegate*

Please provide information about the individual who will serve as delegate for this company.

Last Name (Surname) _____ First (Given) Name _____
 Middle Name(s) _____ Suffix (Jr., III, etc.) _____ Nickname (if applicable) _____
 Title _____ Month/Year Started _____
 Business Telephone _____ Fax _____
 Email _____ Mobile Phone _____
 Description of Duties _____
 Home Address _____
 City _____ State/Province _____ Zip/PCode _____
 Home Telephone _____ Birth Year: _____ (optional)
 Real Estate License(s), if any: Issuing Jurisdiction(s) and Number(s) _____

3. MEMBERSHIP CATEGORY: (Choose one only)

Applicant companies must fit into one of the following categories to qualify for Associate membership.

- Corporate Associate - companies which leases or owns real estate primarily for its own occupancy.
- Developer Associate - companies that develop industrial and/or office real estate facilities [must complete addendum below].
- Educator Associate - accredited educational institutions offering degree programs in real estate.
- General Associate - accounting firms, architectural and design firms, asset management companies, auction companies, banks and financial institutions, chambers of commerce, economic development agencies, engineering firms, environmental engineering firms, general contractors, insurance companies with real estate portfolios, investment funds with real estate portfolios, public utilities, real estate technology and information firms, and title insurance companies.

* 'Secondary Delegate' refers to an applicant from a company that is represented by a delegate within the same market area. All others should choose 'Original Delegate.'

4. **COMPANY MISSION, GENERAL ACTIVITIES, and TERRITORY COVERED** – Please describe:

Does your company engage in any brokerage business? Yes No

If yes, please provide details, type of brokerage, percentage of time and resources devoted to brokerage, etc.

What is your firm's policy in regard to paying real estate commissions on company-owned property?

5. **REFERENCES:** Letters of reference are required from two Active Members (SIOR designees) of the Society. Attach letters to application. References are provided by:

SIOR Designee

City, State/Province, Country

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<hr/>	<hr/>
<hr/>	<hr/>

ADDENDUM -- REQUIRED FOR DEVELOPER ASSOCIATE APPLICANTS ONLY

Describe three recent development projects below. Attach applicable marketing materials or supplemental information.

	Project A	Project B	Project C
Project Name	<hr/>	<hr/>	<hr/>
Date Land Acquired	<hr/>	<hr/>	<hr/>
Total Acreage	<hr/>	<hr/>	<hr/>
Improved Acreage to Date	<hr/>	<hr/>	<hr/>
Date of 1st Site Improvements	<hr/>	<hr/>	<hr/>
Improvement Sq Footage	<hr/>	<hr/>	<hr/>
Percentage Sold/Leased	<hr/>	<hr/>	<hr/>
Available Sq Footage	<hr/>	<hr/>	<hr/>
Sales/Leases with REALTORS	<hr/>	<hr/>	<hr/>
Add'l Development Planned	<hr/>	<hr/>	<hr/>

6. Application Fee Payment:

Application Fee is \$125 (US dollars).
This is a nonrefundable fee.

- A check, payable to SIOR, is enclosed.
- Charge my credit card: American Express MasterCard Visa

Account Number _____ Expiration Date _____

Name on Card _____ Signature _____

7. Certifications – Check the box next to each statement to affirm that you have or will take the stated action in conjunction with your application for membership in the Society and provide any requested information.

- I agree. I have read the SIOR’s Bylaws and will uphold them and all official SIOR regulations if approved for membership in SIOR.
- I agree. I affirm that there are no outstanding judgments, lawsuits, bankruptcies, or receivership actions pending against me or my firm; and if any such situations do exist, I have attached a detailed description of their circumstances.
- I agree. Acceptance and processing of this application by SIOR does not constitute approval of membership in SIOR.
- I agree. I irrevocably waive any claim or right of action at law or in equity which might arise hereafter against SIOR, its staff, officers, committee members, or other officials, either as a group or as an individual, for an official act in connection with the business of SIOR and, in particular, those acts concerning my admission to membership or failure to advance, or in disciplining me as a member.
- I agree. If admitted to membership in SIOR, I will pay my SIOR and chapter dues and fees in full when invoiced, upon acceptance and on an annual calendar year basis thereafter, or suffer possible expulsion from the SIOR.
- I agree. I affirm that the information included in this application, and any attachments, are true to the best of my knowledge.

8. Applicant Delegate Signature (*required*): _____

Print Name: _____

Date: _____

Send completed application with fee to:
Brendan Breen
SIOR
1201 New York Ave., NW, Ste. 350
Washington, DC 20005 USA
Fax: 202-664-1320, Phone: 202-449-8234