



GROSS FEE INCOME AFFIDAVIT – MEMBER ASSOCIATE

This form must be submitted by Applicants for membership in SIOR and is valid for applications submitted to SIOR Headquarters through December 31, 2020.

SIOR evaluates volume-of-business based on **Gross Fee Income** (GFI). GFI is defined as the amount that the **APPLICANT'S FIRM RECEIVES** (before internal splits) that is directly attributable to the Applicant.

GFI levels are set by local Chapters for individual markets. Please refer to the GFI Requirements by Market [here](#) or contact the Manager of Admissions you have been assigned.

All Applicants must meet the following criteria and document it on the attached form:

1. Applicants must submit the most recent 12 months of GFI and meet at least 50% of the established market GFI requirement. Please note that we are unable to accept GFI figures based on calendar year breakdowns, except in January.

Example: If an application is submitted in July, the 12-month period would be July 1 through June 30.

If the local GFI requirement is \$300,000, a Member Associate applicant's GFI requirement is \$150,000.

If a transaction is a *referral*, it should be calculated as follows:

Gross Fee	\$100,000
Co Brokerage to Outside	\$50,000 (A)*
Gross Fee to Applicant's Firm	\$50,000
Gross Fee Income to Outside Broker (Referral)	\$10,000 (B)*
Adjusted Gross Fee to Applicant's Firm	\$40,000
Gross Fee Income to Applicant A (30%)	\$12,000 (C)*
Gross Fee Income to Applicant B (70%)	\$28,000 (D)*

* For this case, the assumption is that there are two brokers partnering together on a deal with a 70/30 split.

** For the above scenario, there could potentially be up to four applicants claiming GFI from this transaction: (A) The brokers on the other side of the deal, (B) The outside broker who received the referral fee, (C) Applicant A, and (D) Applicant B.



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Applicant Name: _____

Date: _____

**THIS SECTION TO BE COMPLETED BY THE APPLICANT'S
MANAGING BROKER, CFO, OR A CPA**

I certify that, for SIOR Member Associate status, the above-named applicant:

1. Has produced the following aggregate Gross Fee Income for the most recent 12-month period:

TIME FRAME	DATES	GROSS FEE INCOME (GFI)
Most recent 12 months		

2. This Gross Fee Income is comprised of the following mix of transactions (approximate):

Transaction Type	Percentage (%)
Industrial	
Office	
Other	
Total	100%

I hereby declare under penalty of perjury that the transaction information provided above is true and accurate to the best of my knowledge.

Signature: _____

Name (Printed): _____

Date: _____

Title: _____

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Under the penalty of perjury and potential forfeit of this application, I attest to this information. I have documentation available and am prepared to produce it at the request of SIOR.

Signature: _____

Name (Printed): _____

Date: _____

Title: _____

DIRECTIONS: Please scan and upload this completed form to your online membership application. Questions? Call Contact the Manager of Admissions you have been assigned.