

CCIM Institute
Portfolio Cover Sheet

This should be the **first** page of your portfolio.
Please type or computer-print.

1. Candidate's Name:

Company:

Address:

City:

State:

Zip:

Business Phone:

Cell:

Fax:

Supervisor Name:

Supervisor Phone:

2. Any previous firms during these activities? Yes No

Company:

Address:

City:

State:

Zip:

Supervisor Name:

Supervisor Phone:

3. Beginning date at current company:

Are you a principal in your company? Yes No

Do you hold a management position in your company? Yes No Title: _____

4. Are you or have you ever been a party to a lawsuit involving your professional services as a real estate practitioner? If yes, include a letter of explanation.

Yes No

5. Are you or have you been involved in any litigation involving your financial responsibility as a real estate practitioner? If yes, include a letter of explanation. Yes No

6. Are you related to another CCIM or Candidate of the Institute? Yes No

If yes, please provide the Name: _____ Relationship: _____

7. Are you a Chapter Member? Yes No Which Chapter? _____

8. Did you attend a Candidate Guidance Workshop? Yes No

Where? _____ When? _____

9. 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.

Signed _____ Date _____ (your signature is required)

*Since portfolio-grading sessions are sometimes conducted on weekends, graders may need to contact you away from your office.