

# Affidavit of Required Transactions

Upload Completed form to Online Application

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned Applicant hereby certifies and swears that all information provided is true and factual. Should the Council find through confirmation or any other means that any statements made by Applicant are not factual; such statements will jeopardize Applicant's ability to be awarded or to retain the CRS designation. The undersigned Applicant declares that the following information is true.

I am an Applicant for the RRC Board of Directors or First Vice President and as a part of that application process I certify that I have completed a minimum of 60 residential transactions\* and/or \$20 million in volume over the last three years.

\*Credit for completing a residential transaction is available only for the listing or sale of a single family home, a townhouse, a duplex, a building of up to and including four units, a cooperative, a condominium or a permanently affixed mobile home unit that has closed. All residential properties must include an improvement. If Applicant is taking credit for any "co-listing" (a listing or sale that you shared with another sales associate), Applicant may take credit for a half of a transaction, provided that the Applicant completed no less than fifty (50%) percent of the work on that transaction.

\_\_\_\_\_

Signature of Applicant

## **Certification of Applicant's Broker**

I hereby certify that the above statement concerning the number of transactions in which the Applicant has worked is true and correct and accurately reflects the work done by Applicant.

\_\_\_\_\_

Name of Broker (Please Print)

\_\_\_\_\_

Signature of Broker

Date

*NOTE: If you are a Managing Broker/Broker Owner, please sign Managers Affidavit of Required Transaction form as well.*

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Date: \_\_\_\_\_

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I am an Applicant for the RRC Board of Directors or First Vice President and as a part of that application process I certify that I:

*(select one)*

- Have directly overseen a minimum of 120 closed residential transactions\* over the last three years or
- Have directly overseen \$50 million in closed residential transactions\* over the last three years

\*Credit for completing a residential transaction is available only for the listing or sale of a single family home, a townhouse, a duplex, a building of up to and including four units, a cooperative, a condominium or a permanently affixed mobile home unit that has closed. All residential properties must include an improvement.

\_\_\_\_\_  
Signature of Applicant

NOTE: If you are a Managing Broker/Broker Owner, please sign Managers Affidavit of Required Transaction form as well