



**INITIAL CBI TRANSACTION SUBMITTAL FORM**

This form is used for submitting deals to show proof of being the Lead Seller Broker for initial CBI Certification. Please complete this form for EACH transaction. This form and all required documentation must be sent in a one document PDF and returned to [education@ibba.org](mailto:education@ibba.org). Documentation received without this form will not be processed. Review and approval of your transactions takes approximately two weeks.

TRANSACTION NAME: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

TOTAL SELLING PRICE: \_\_\_\_\_

REAL ESTATE VALUE: \_\_\_\_\_

CLOSING ESCROW COMPANY AND/OR ATTORNEY: \_\_\_\_\_

INTERMEDIARY: \_\_\_\_\_

INTERMEDIARY'S FIRM: \_\_\_\_\_

Affirm the following regarding this transaction (check all that apply):

- It is not a business opportunity or new unit franchise sale.
- It is not a duplicate with another transaction that has been submitted.
- The closing date is within 3 years preceding your exam date.

Applicant should provide the following documents as proof of the transaction and as proof that the intermediary firm was the intermediary of record.

1. **SIGNED Closing Statements** demonstrating the total sale, asset content of real estate (if any) and intermediary commissions paid at closing. If a Closing statement is not available due to a Private Equity Closing, or "self- handled" company accretion, an affidavit from the attorney, accountant, PEG, or your client ON THEIR RESPECTIVE LETTERHEAD should be provided and signed by a principal, or the signed letter should describe the deal and verify its Closing and the Primary Intermediary. (see attached sample letter).
2. In addition to the above, if the Applicant is a member of a Firm and operates as a "team" or a "subcontractor" to the Firm, the Principal of the Firm (or participating Partner(s)) should provide a Notarized Affidavit that verifies that the Applicant was the "Primary Intermediary" and managed the primary responsibilities of the transaction.

**I attest that the above and attached information is factual and true and understand that falsification of information may be cause for immediate removal of my CBI status.**

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

<b>FOR OFFICE USE ONLY:</b>	
APPROVAL: YES <input type="checkbox"/>	NO <input type="checkbox"/>
REJECTION CODE: _____	
REVIEWER INITIALS: _____	DATE: _____