

Name: _____

Office: _____

EXPERIENCE STATEMENT – REAL ESTATE TRANSACTIONS

Within the last five years, I have handled (been personally responsible for) the following matters, which demonstrate, in my judgment, that I meet or exceed the minimum experience qualifications as specified below. (PROVIDE INFORMATION ONLY FOR THE MINIMUM NUMBER OF MATTERS REQUIRED). You may apply for leasing and/or sales.

Minimum Qualifications – Leasing: You must have handled at least five real estate leases, at least one of which involved an option to extend. For a referral regarding commercial property, at least three of the five leases must have involved commercial property and at least one of the three commercial leases must have involved a tenant improvement agreement.

Identification: Complete the following table for the five most recent leases completed which establish your qualifications. Identify (a) the type of property involved (residential or commercial), (b) your office designation of the matter (omit client’s name), (c) whether the transaction involved an option to extend or a tenant improvement agreement, and (d) the month and year the transaction was completed.

No.	Type Property	Designation of Matter	Option to Extend?	TI Agt?	Completion Date
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Minimum Qualifications – Sales: Your must have handled at least five real estate purchase/transactions, at least two of which involved real property secured financing and at least two of which involved your preparation of escrow instructions. For a referral regarding residential property, at least three of the transactions must have involved residential property. For a referral regarding commercial property, at least three of the transactions must have involved commercial property.

(Continued on reverse side)

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	Type Property	Designation of Matter	Secure Financing?	Escrow Instructions?	Completion Date
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Certification: I submit the foregoing information in support of my application for panel membership in the Lawyer Referral Service. I agree to cooperate with the Service in facilitating reasonable verification of the foregoing information and otherwise confirming my qualifications for the Real Estate Transactions panel under the Rules of the Service. I declare under penalty of perjury that the foregoing information is true and correct.

Date: _____

Signature of Applicant