



Application for Certified Hotel Broker Candidacy

CHB Designation Program Administered by:
Hotel Brokers International
1420 NW Vivion Road, Suite 111
Kansas City, MO 64118 USA
Email info@hbihotels.com
Phone 816.505.4315 | Fax 816.505.4319



About the Applicant

Name _____ Date _____
Title _____ Phone _____
Company _____ Mobile _____
Address _____ Fax _____
City/State/Zip _____ Email _____

Professional Status and History

Currently licensed for real estate sales in the State(s) of _____ as an active

Broker Broker/Salesperson Salesperson

License(s) issued _____ (date) License number(s) _____

Engaged in hotel real estate brokerage/sales since _____ (year)

Application Requirements

This form must be completed in its entirety and must be submitted with the appropriate fees in order for a candidate to be accepted for designation consideration. Requirements include:

- 100 education points are required. 60 points must be earned through continuing education and 5 points for hotel sales. The remaining 35 points may be earned from any of the three categories.
- All points must be earned within the five (5) year period prior to the date of this application.
- It is important that all relevant information be provided on the form and appropriate attachments included as requested.
- This Application Form must be accompanied by the appropriate CHB Designation Candidacy Fee of \$500. This fee is waived for **HBI members**.

Fees and Payment

Please enclose your CHB Designation Candidacy fee when submitting the completed Application Form. The fee is \$500 (USD). This fee is waived for HBI Members. *(HBI cannot bill you. All fees must accompany the application form and are non-refundable.)*

Check enclosed Visa MC AmEx

For credit card use:

Account # _____ Expiration Date _____

Card holder (printed name) _____ (signature) _____

Card billing address _____

Acceptable Professional Points for CHB Candidacy

The CHB Committee has identified several areas of educational endeavor and leadership activity through which candidacy may be earned. They are listed below by categories. The committee will continuously review other options to identify those activities, which in its judgment merit inclusion. Candidates are encouraged to submit suggestions for committee's review and consideration; however, there is no guarantee that the course will be approved as credit toward candidacy.

Program or Activity

I. Educational Programs

- | | Points |
|--|--|
| <ul style="list-style-type: none"> • Participation in educational programs such as the HBI Annual Meeting, as well as the programs of allied or affinity groups, programs of degree granting institutions of higher education, when the subject relates to hotel real estate brokerage (i.e. ALIS, Hunter Hotel Investment Conference Atlanta, NYU Conference, Cornell University courses, etc.). | 1 point/hour
3 points/½ day
6 points/day |
| <ul style="list-style-type: none"> • Participation in educational programs when the subject relates to hotel real estate valuation. (At least six of the required 60 continuing education points must be obtained through the study and instruction of hotel real estate valuation.) | 1 point/hour
3 points/½ day
6 points/day |
| <ul style="list-style-type: none"> • Participation in other educational experiences offered by allied or affinity groups such as luncheon programs and presentations on the hotel and/or real estate industries. | 3 points/½ day |
| <ul style="list-style-type: none"> • Participation in CCIM courses or other real estate education courses. | 6 points/day
3 points/day |

Program Promoter _____

Title of program _____

Number of hours _____

Location _____ Date _____

Program Promoter _____

Title of program _____

Number of hours _____

Location _____ Date _____

Program Promoter _____

Title of program _____

Number of hours _____

Location _____ Date _____

Program Promoter _____

Title of program _____

Number of hours _____

Location _____ Date _____

Program Promoter _____

Title of program _____

Number of hours _____

Location _____ Date _____

(Attach certificate of completion, description, program outline, course description, or schedule if other than HBI or allied society sponsorship.)

Section I Subtotal (60 pts Minimum)

II. Hotel Sales

Points

A minimum of 5 points must be earned through participation in hotel real estate transactions as the primary listing and/or selling agent, or as a hotel acquisition/disposition specialist.

- Participation as the primary listing agent in a hotel real estate transaction. 1 point
- Participation as the primary selling agent in a hotel real estate transaction. 1 point
- Participation as a hotel acquisition/disposition specialist in a hotel real estate transaction. 1 point

Property Name/City/St _____

Date closed _____

Primary listing agent _____

Primary selling agent _____

Acquisition/Disposition specialist _____

Property Name/City/St _____

Date closed _____

Primary listing agent _____

Primary selling agent _____

Acquisition/Disposition specialist _____

Property Name/City/St _____

Date closed _____

Primary listing agent _____

Primary selling agent _____

Acquisition/Disposition specialist _____

Property Name/City/St _____

Date closed _____

Primary listing agent _____

Primary selling agent _____

Acquisition/Disposition specialist _____

Property Name/City/St _____

Date closed _____

Primary listing agent _____

Primary selling agent _____

Acquisition/Disposition specialist _____

Property Name/City/St _____

Date closed _____

Primary listing agent _____

Primary selling agent _____

Acquisition/Disposition specialist _____

(Attach supporting documentation as needed.)

Section II Subtotal (5 pts Minimum)

III. Service as an Officer, Director, Chairman or Committee Member of Hotel and/or Real Estate Organizations

Points

- For each year as an officer 3 points
- For each year as a chair of a committee 2 points
- For each year as a member of a governing board 2 points
- For each year as a member of a committee, council, or special interest group 1 point
- Serving as an instructor at hotel industry conferences 1 point/hour

Office or Position held _____
 Organization _____
 Dates of Service _____

Office or Position held _____
 Organization _____
 Dates of Service _____

Office or Position held _____
 Organization: _____
 Dates of Service: _____

Conference _____
 Title of Presentation _____
 Location/Date _____
 Number of Hours _____

Conference _____
 Title of Presentation _____
 Location/Date _____
 Number of Hours _____

Conference _____
 Title of Presentation _____
 Location/Date _____
 Number of Hours _____

(Attach supporting documentation such as appointment letter or letter from service organization, program, etc.)

Section III Subtotal

Grand Total (100 points required)

By signing this application I certify that the information provided on this application is complete, correct and accurate to the best of my knowledge; and, I further agree to the following terms and conditions:

The applicant waives all claims against the Hotel Brokers International or any of their officers, members or employees as individuals or as a group, for any official act in connection with the business of the HBI, and particularly as to their acts in admitting him/her to candidacy, advancing him/her as a candidate/designee or, in suspending, expelling or otherwise disciplining him/her as a candidate/designee.

As a candidate, the applicant is not a designee and may not use the CHB designation name, initials or emblem in his/her advertising, brochures, contracts or other documents; such use of the designation status will result in termination of candidacy.

Applicant Signature _____ Date _____

Return application, supporting documents and appropriate fee to:

Email info@hbihotels.com
 Fax 816.505.4319

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