



COMMERCIAL REAL ESTATE  
DEVELOPMENT ASSOCIATION  
COLORADO CHAPTER

Annual Awards Luncheon for 2011  
Denver Center for the Performing Arts - Seawell Ballroom  
Thursday, February 23, 2012

## 2011 Broker Submission Check List

Please review and provide all materials and information outlined on this form. Submit the required information in a typed format to the NAIOP office to arrive on or before Friday, January 13, 2012. NOTE: Any materials received on or after January 13, 2012 will not be accepted. Required information includes three (3) printed sets consisting of the Entry Form, Broker Truth of Information Release, Submission Check List, and any collateral materials. In addition, an electronic copy of the submission forms and any supporting documentation must be provided on a flash drive or CD-ROM.

For ALL Broker Categories, please provide the following.

- 1. Provide completed Entry Form
- 2. Provide completed Broker Truth of Information Form
- 3. Provide list of transaction volume in dollars that the team or individual has generated by completing the 2010 Broker Award Transaction List for the appropriate category of your nomination. NOTE: The managing broker will be expected to provide commission vouchers (amount of commission blotted out) to verify at the vetting meeting.
- 4. Ranking within the office for each individual or each team member
- 5. NAIOP membership activity including date joined, detailed participation, legislative advocacy, etc. Please give details.
- 6. Contribution to Real Estate Industry: What other Real Estate organizations is the nominee(s) actively engaged in? What activities has the nominee(s) participated in that advanced the Real Estate industry? Please give details.
- 7. What community organizations has the nominee(s) shown active participation or leadership in? Please give details.
- 8. Provide resume of nominee(s)
- 9. Provide list of top 5 clients for use at Awards Lunch
- 10. Provide electronic version of company logo for use at Awards Lunch
- 11. Provide three (3) printed sets of the submission consisting of the Entry Form, Broker Truth of Information Release, Submission Check List, and any collateral materials.
- 12. Provide an electronic copy of the submission forms and any supporting documentation on flash drive or CD-ROM.

If this is a Broker Achievement Award Nomination, in addition to the items listed above, please provide the following:

- 1. A description as to why the individual should receive this award. Has he/she had a career best year, major achievement, unique or special sale, breakout year, unusually large volume of sales, or consistent and distinguished service throughout a career? What makes the nominees accomplishments an outstanding Achievement by a Broker? Please explain.

Submit nominations to arrive on or before Friday, January 13, 2012 to:

Awards Nominations  
c/o NAIOP Colorado Chapter  
1720 S. Bellaire Street, Suite 110  
Denver, Colorado 80222  
303.782.0155