

2011 Development 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 of the Entry Form, Submission Check List, Truth of Information Release, Development Award Project Survey, 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 Categories

- 1. Provide completed Entry Form.
- 2. Provide completed Truth of Information Release.
- 3. Provide completed Development Award Project Survey.
- 4. Provide three (3) printed sets of the Entry Form, Submission Check List, Truth of Information Release, Development Award Project Survey, and any collateral materials.
- 5. Provide an electronic copy of the submission forms and any supporting documentation on flash drive or CD-ROM.

For Office and Industrial Development of the Year (In addition to the information for All Categories)

- 1. Provide project initial Certificate of Occupancy. Note: CO must have been received in 2011.
- 2. Provide information on the project plans, marketing materials and strategy, development team members, leasing and/or sales information, and developer profile.
- 3. Provide specific information on the project that demonstrates its significance to the real estate industry.
- 4. Provide electronic pictures of the development.
- 5. Provide an electronic company logo.
- 6. Provide name of accepting designee at the Awards Lunch should you win.

For Development of the Year (In addition to the information for All Categories)

- 1. Provide information on the project, its size, the mix of components, its phasing or its redevelopment challenges, etc.
- 2. Provide information on the project that outlines its significance to the industry and to its immediate environment/community.
- 3. Provide samples of marketing materials, leasing/sales strategies, and successes to date.
- 4. Provide background information on the development team and its members.
- 5. Provide electronic pictures of the development.
- 6. Provide an electronic company logo.
- 7. Provide name of accepting designee at the Awards Lunch should you win.

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For Owner/Developer of the Year (In addition to the information for All Categories)

- 1. Provide company profile and/or corporate collateral materials.
- 2. List significant projects completed in 2011 and provide support marketing materials.
- 3. List leasing/sales/acquisition activity for 2011.
- 4. Provide information on company project execution of the past several years.
- 5. Provide information on the company involvement in NAIOP, the real estate industry generally, and the overall community.
- 6. Provide electronic pictures of the developments.
- 7. Provide an electronic company logo.
- 8. Provide name of accepting designee at the Awards Lunch should you win.

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**