

NAIOP

COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

COLORADO CHAPTER

TO: NAIOP Colorado Chapter Members

FROM: V. Michael Komppa
NAIOP Colorado Chapter, President-Elect

DATE: December 2011

RE: **Annual Awards Nominations**

NAIOP is pleased to announce that our Annual Awards Luncheon will be held on Thursday, February 23, 2012 to honor those NAIOP members among us in the Commercial Real Estate Industry who have been selected as the "Best of the Best." The luncheon will be held at the Denver Center for the Performing Arts, Seawell Ballroom, on 14th Street and Arapahoe Street.

Please be sure to read all information regarding the submission process carefully, as significant changes have been made to process for both Broker and Developer Awards. Attached with this memo are the nomination forms and selection criteria for both the broker and developer categories.

Brokerage categories include:

- Office Broker of the Year
- Industrial Broker of the Year
- Investment Broker of the Year
- Land Broker of the Year
- Retail Broker of the Year
- Broker Outstanding Achievement Award

Development categories include:

- Office Development of the Year
- Industrial Development of the Year
- Development of the Year
- Owner/Developer of the Year

All nomination forms and supporting information must be submitted to the NAIOP chapter office. Nominations for the Brokerage and Development Categories are due on or before **Friday, January 13, 2011**. **Any materials received on or after January 13, 2011 will not be accepted.**

Specific information about what must be submitted is listed in detail on the Broker and Developer Submission Check Lists. Questions regarding the awards program may be addressed to Kathie Barstnar or Jayma File at the NAIOP Colorado Chapter office at 303.782.0155.

We look forward to receiving your nominations and to sharing the winners with you at our Awards Luncheon on February 23, 2012.



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

2011 Broker Award General Rules and Judging Criteria

GENERAL RULES:

1. All nominees must be a member in good standing of NAIOP at the time of their nomination. Submission from non-members WILL NOT BE ACCEPTED
2. The Judging Committee may decide in any given year not to make an award in a particular category; create a new category in a given year; and categories may change from year to year.
3. There is a limit of 5 finalists per category.
4. Nominees will be judged by a committee composed of former NAIOP Presidents and Executive Committee members.
5. Any attempt to contact NAIOP officials or judging committee member by a nominee will result in disqualification. Judges are further instructed not to receive any calls from persons making nominations.
6. Falsification of any documentation requested will result in the disqualification of your application. Additionally, altered and/or revised numbers will not be accepted after the nomination deadline.
7. Managers of those brokerage houses which submit nominations will be invited to a "vetting meeting" so that confirmation can be obtained on transaction volume and office ranking. If manager is also submitting a nomination, they are NOT ELIGIBLE to participate in the vetting meeting.
8. Transaction volumes for teams and individuals will be considered based on the actual percentage of revenue received by the individual and/or team member. If team submission, the total volume of revenue received by each team member would be divided evenly by the number of team members to compare against individual submissions.
9. Nominees must indicate at time of submission whether they are submitting as either an Individual Nomination or Team Nomination. No changes can be made to the nomination after the submission date.
10. Leasing brokers will be allowed to include transaction volume in non-leasing related transactions. For example, if a leasing broker catalyzed a debt equity or financing transaction, the volume of that transaction should be listed on the 2011 Broker Award Transaction List and the transaction noted by a check in Box F.
11. All finalists will be required to have their managing broker verify the accuracy of the transaction volumes and office ranking by signing the Broker Truth of Information Release.
12. DO NOT submit any transaction that was not closed during calendar year 2011.
13. The Judging Committee may elect to award the Broker Achievement Award to an individual who has not been formally nominated but meets the criteria listed in section 13 below.
14. The Broker Achievement Award does not apply to any specific category. The individual MUST be a consistent high producer, and MUST have a substantive track record in the Real Estate industry. Contributions to the community and to NAIOP will warrant consideration.
15. Nominees if selected must agree to present at the Annual Mid Year Commercial Forecast program and provide a copy of their presentation at said program to the NAIOP office.
16. All finalists will be required to have their managing broker verify the accuracy

JUDGING CRITERIA: All submissions will be subject to the following weighting based on the information provided with the submission.

- 30% Based on the transaction volume in dollars that the team or individual has generated.
- 30% Subjectivity of the Judging Committee based on the number of transactions, ranking in office, tenure in the business, etc. for each individual and/or team member
- 20% NAIOP membership activity including length of membership, level of participation, legislative advocacy, etc.
- 10% Contribution to the real estate industry
- 10% Contribution to the general community

****Deadline for Broker Award Nominations is on or before Friday, January 13, 2012.****