



2019 TOBY Call for Entries

The TOBY Award program by BOMA International is the most prestigious and comprehensive award program of its kind in the commercial real estate industry. The TOBY Award recognizes all facets of a building's operations, including tenant relations programs, community involvement, emergency preparedness, security standards, and continuing education for building personnel.

We strongly suggest that you read through the **TOBY Entrant Requirements** document found at <https://toby.boma.org/>. If you have never entered the competition or need a reminder on the specifics of the program, please familiarize yourself with this information.

This document is provided to you as your application and commitment to enter the local competition. We ask that you fill it out completely and return it to the BOMA office no later **June 28, 2019**.

Please note there is no application fee to enter locally, however should you remove your building from competition you will be assessed a fee (please see schedule below). **If you should win at the local level and decide to compete on the regional level, there are application fees assessed of \$300.** If you win on the regional level, you are automatically entered into the BOMA International competition and no additional fees are required.

TOBY Categories are subject to change per BOMA International, in the event of a category change you will be notified and given the opportunity to recategorize your entry. Make note too that Suburban Low-Rise is limited to buildings up to 5 stories and Suburban Mid-Rise is for buildings from 6 to 10 stories.

After you turn in this application you can continue to work on your property up until your judging date. Upon receipt of your application you will be contacted by a TOBY Committee member to set a judging date. Judging will take place in September and October. The regional competition entry date has not been set but is typically February 2019. The exact dates will be announced in June. BOMA Phoenix winners will be celebrated at the Awards Banquet in November.

If you have any questions, please feel free to contact the local BOMA office at any time at (602) 200-3898 or email at info@bomaphoenix.net.

2019
The Outstanding Building of the Year - TOBY
Application to Enter Local Competition

Please put a check by each of the commitment statements:

- Yes, I am submitting an entry in the 2019 TOBY competition.
- If selected as a local winner, I agree to submit an electronic portfolio for the Regional competition via the BOMA International website and pay the \$25 online access fee and the \$275.00 entry fee per building. Please note a regional fee of \$25 may be assessed.
- I understand that if I remove my building from the local competition for any reason I will be assessed a fee based on the following schedule:
- | | | |
|--|----------|--------------------------|
| <input type="radio"/> Prior to March 31, 2019 | \$150.00 | |
| <input type="radio"/> From April 1, 2019 – June 28, 2019 | \$300.00 | |
| <input type="radio"/> Any time after June 28, 2019 | \$450.00 | _____ entrant's initials |
- I understand that the information I provide on these forms will be used to publicize my building in any announcements concerning the TOBY/Earth Award program.

Name of Property Manager (Primary TOBY Contact)

Company

Address

City

State

Zip

Phone

Fax

E-mail address

Name of Building Being Entered

TOBY Category

NOTE: All TOBY entries will be required to be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and share their data with BOMA International in the ENERGY STAR online portfolio manager.

Please send all completed forms to the BOMA Phoenix office no later than June 28, 2019.

Email them to info@bomaphoenix.net or mail to BOMA Phoenix
3550 N Central Ave, Suite 1025, Phoenix, AZ 85012

2019
The Outstanding Building of the Year - TOBY Award
Building Data Form

We are entering our building in the following category*:

- | | |
|--|---|
| <input type="checkbox"/> Under 100,000 Square Feet | <input type="checkbox"/> Medical Office Building |
| <input type="checkbox"/> 100,000 – 249,999 Square Feet | <input type="checkbox"/> Public Assembly - New |
| <input type="checkbox"/> 250,000 – 499,999 Square Feet | <input type="checkbox"/> Suburban Office (Low-Rise) |
| <input type="checkbox"/> 500,000 – 1 Million Square Feet | <input type="checkbox"/> Suburban Office (Mid-Rise) |
| <input type="checkbox"/> Over 1 Million Square Feet | <input type="checkbox"/> Industrial Office Park |
| <input type="checkbox"/> Historical Building | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Corporate Facility | <input type="checkbox"/> Renovated Building |
| <input type="checkbox"/> Earth | |

**You may select only one category per building entered.*

Building Name

Address of Building

City State Zip

State

Zip

Year Built

First Occupied

Modernized

Square Feet

Number of Floors

Owner

Design Architect

General Contractor

Management Company

Property Manager Name

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For the following sections, you may use an additional sheet if necessary:

Please provide a building description of your building features, amenities, programs and services.

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