



DATE: October 15, 2009
TO: BOMA-Atlanta Members
FROM: BOMA-Atlanta
RE: 2009-2010 TOBY and Earth Award Call for Entries

Earn recognition for your building. Show your tenants others recognize the worth of your building. And highlight the skills of your management team to your owner. Enter this year's TOBY and Earth Awards.

The TOBY Award and Earth Award programs are the most prestigious and comprehensive awards programs of their kind in the commercial real estate industry, recognizing quality in office buildings and awarding excellence in office building management and environmental stewardship.

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. Floor plans, site plans, and photographs are reviewed during the selection process, providing an extensive assessment of the building.

The Earth Award recognizes excellence in environmentally sound office building management. It honors building management teams who preserve and enhance the internal and external environment through an all-around green program. Specifically, the award recognizes tenant communications, employee health, safety standards, and creative programs that benefit the environment.

The **TOBY Entrant Requirements** document highlights the qualifications and requirements for this year's competition. Please read this document thoroughly, prior to entering the competition, to ensure your building qualifies. This information can also be accessed on the BOMA International website at <https://www.tobyawards.org>

On the following pages, you will find the **Intent to Enter and TOBY Data Form**. This information, completed in its entirety, and the \$175 TOBY entry fee is required from all buildings entering the competition. **Applications and fees are due to the BOMA-Atlanta office by December 31, 2009.** Local Atlanta winners of a TOBY or Earth Award will advance to regional and then international competition.

For those that are interested in learning more about how to enter, the judging process, and tips for making your entry the best it can be, we encourage you to join us for one of two TOBY Entrants Workshops:

- Thursday, November 12, 2009: 3:30pm to 4:30pm
- Tuesday, December 1, 2009: 8:30am to 9:30am

Sessions will be held in the BOMA-Atlanta Conference Center. The sessions are free to attend for both members and non-members, but registration is required. Seats are limited to 30 attendees, so please register early! Visit www.boma-atlanta.org to register.

If you have any questions, please feel free to contact the BOMA office at any time at 404-475-9980 or e-mail at info@boma-atlanta.org.



BOMA-Atlanta / 2987 Clairmont Road, N.E., Suite 100, Atlanta, GA 30329
Ph 404-475-9980 / Fx 404-475-9987 / www.boma-atlanta.org



**2009-2010: The Office Building of the Year (TOBY) / Earth Awards
Intent to Enter and TOBY Data Form**

Please put a check by each of the four commitment statements.

Yes, I plan to submit an entry in the 2009-2010 TOBY/Earth Awards.

I agree to pay the \$175 entry fee for the local competition.

If selected as a local winner, I agree to submit a portfolio for the Regional/International competition via the BOMA International website and pay the \$300 online entry fee.

I understand that the information I provide on these forms will be used to publicize my building in the TOBY/Earth Awards program.

Please forward this completed package and your check for \$175 made payable to BOMA-Atlanta:

BOMA-Atlanta
2987 Clairmont Road, Suite 100
Atlanta, Georgia 30329

TOBY / Earth Award Category You Are Entering

Name of Property Manager Property Management Company

Primary Point of Contact for TOBY Process (if different from Property Manager)

Address

City State Zip

Phone Fax

E-Mail





Name of Building

Address of Building

City

State

Zip

Year Built

First Occupied

Modernized

Total Square Feet

Number of Floors

Owner

Design Architect

General Contractor

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

Please provide a building description – at least 100 words, but no more than 200 words:

Please provide a full list of the companies/contractors that provide services to your building, i.e. landscaping, janitorial, security, etc.:



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