The Outstanding Building of the Year (TOBY) Awards are the most prestigious and comprehensive program of its kind in the commercial real estate industry. The TOBYs recognize quality in buildings and reward excellence in building management.

There are 16 Categories and 3 levels of competition—Local, Regional and International.

Entry submissions at the local level only require you participate in a Building Inspection, a REVIEW & INTERVIEW, of your property. A panel of local judges will schedule a visit and review your entry in several categories: physical attractiveness inside and out, security and safety, front office operations, engineering operations, and tenant amenities (refer to the Building Inspection Form, on page 4, for full details.)

If you win at the local level and wish to enter competition at the Regional & International Levels, portfolios must be submitted online.

Local TOBY Award winners will be announced and presented at the BOMA/Metro Detroit’s 2020 Annual Meeting & TOBY/Leadership Awards Luncheon Presentation and Holiday Happy Hour Reception, Friday, December 4, 2020 at MotorCity Casino’s Sound Board.

DEADLINE FOR LOCAL LEVEL ENTRY: Wednesday, September 9 2020

SUBMISSION FEE: $300

JUDGING: October 6–October 9, 2020

Inspections are scheduled by the judges and last 2-3 hours. Due to the high number of entrants, judges are only able to offer limited flexibility in the judging schedule. You will be required to provide an agenda based on the Building Inspection Form.

TOBY Winners
Are the Best of the Best in Property Management...
Are You Ready to Showoff Your Shine?
**2021 Call For Submissions**

**REGISTRATION FORM**

Complete building information below as you wish it to appear in all media and production materials.

**Building Name:**

**Building Address:**

**Building Architect:**

**Building Owner:**

**Year Built:** …………… Building Class: ……………

Applications must be submitted by a BOMA/Metro Detroit member firm in good standing.

**Building Management Company:**

**Building Manager:**

**Address:**

**Phone:** …………… Email: ……………

**Total Building Area square footage:**

Office………………………….. Other Type & SF……………………......

Retail………………………….. Total………………………………

Note: Area will be rentable area of the building using the BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings.

**# of Buildings to be judged:** …………… **# of Floors** ……………

**# of Interior Parking Spaces:** ……………

**# of Surface Parking Spaces:** ……………

**# of Building Engineers:** ……………**# of Day Porters:** ……………

**Category—** please check only one:

- Under 100,000 Sq. Ft.
- 100,000 to 249,999 Sq. Ft.
- 250,000 to 499,999 Sq. Ft.
- 500,000 to 1 Million Sq. Ft.
- Over 1 Million Sq. Ft.
- Corporate Facility
- Historical Building
- Industrial Office Building/s
- Medical Office Building
- Renovated Building
- Suburban Office Park - Low Rise
- Suburban Office Park - Mid Rise
- Mixed-Use
- Public Assembly Building
- Earth
- Retail Shopping Center:
  - Super Regional 800,000+ Sq. Ft.
  - Regional 400,000-799,999 Sq. Ft.
  - Power Center 250,000-600,000 Sq. Ft.
  - Community Center 100,000-399,999 Sq. Ft.
  - Neighborhood 30,000-150,000 Sq. Ft.
Building Name: ..........................................................................................................................................

The Building has received the following awards:

BOMA/Metro Detroit TOBY Award..........(yr) Regional TOBY ..........(yr) International TOBY Award ..........(yr)

Other/s: ..........................................................................................................................................

Note: the building submission may not have won in the same category at the local level during the past 2 years unless they participated at the Regional Level. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that won in 2019 are not eligible to compete until 2025 and awarded in 2026.) The building may not have won in a different category at the international level during the last 3 years.

Please include the following with submission by Wednesday, September 9:

□ PAYMENT

Submission Entry Fee  $300.00

Name: .................................................................  □ VISA /MC  □ American Express  □ Discover

Card#: ..............................................................Expiry: .............CVD#: .............

□ ENERGY STAR® Statement of Energy Performance

All submissions must be benchmarked with Energy Star®, provide a copy of the current year Statement of Energy Performance, and share the data with BOMA International on Energy Star® Portfolio Manager.

ALL INFORMATION IS HELD IN STRICTEST CONFIDENCE.

□ 5 PHOTOGRAPHS of the property. Include 1 exterior, 1 interior, 1 team photo and 2 optional entrant’s choice. Photographs submitted will be used for media and production purposes for the Building Owners and Managers Association/Metro Detroit.

_____Initials  For the 2021 TOBY cycle, a representative from the entry’s management team that will be conducting the building tour [Property Manager, Engineer, Assistant PM] will be required to attend the mandatory Competition Protocol meeting, September 10. (conference/video call).

exterior

interior

team

optional

All submission documents and photos should be emailed to info@bomadet.org

Mail to: BOMA/Metro Detroit  |  535 Griswold St. STE 111-616, Detroit, MI  48226

For Questions and Information:  313.483.7002 or info@bomadet.org
The LOCAL Competition requires you submit to a physical review of the property and a personal interview by a panel of 2-4 Judges. There is an entry fee of $300. Inspections will take place October 6-9, 2020. You will be scheduled and notified of the date and time of your inspection. Please prepare an agenda and property tour based on the Inspection Agenda below (e.g. start tour in lobby, to elevators, to corridor, to restroom, to stairwell.) This ensures an orderly tour which addresses each section of the inspection as well as the most efficient use of time. You should plan for the physical review to last about three hours. The tour will be followed by the interview process.

Sample Agenda:

**Building Tour**

*Begin by introducing your management staff.*

1) Landscaping/Grounds
2) Parking
3) Entrance/Main Lobby
4) Security/Life Safety
5) Refuse Removal/Loading Dock
6) Tenant Amenities
7) Restrooms
8) Elevator
9) Multi-tenant Corridors
10) Typical Tenant Suites
11) Roof
12) Stairwells
13) Central Plant Engineering
14) Equipment Rooms
15) Management Office

**Management Office Interview**

*(if off site, please have materials at building being inspected)*

⇒ Purchase Policies, Certificate of Occupancy & Insurance
⇒ Annual Budget/Reporting/Accounting Software
⇒ Operating Expenses
⇒ Staffing
⇒ Technology
⇒ Staff Training and Development
⇒ Construction Administration/Floor Plans
⇒ Key Control
⇒ Security/Life Safety

**REGIONAL Level**

You may decide to advance to the REGIONAL Competition. To do so requires that you have won in the LOCAL level competition category. You are required to submit a portfolio in an electronic format. Refer to the Entry Requirements for further information on criteria and scoring.

**INTERNATIONAL Level**

Winners of the REGIONAL level will automatically advance to the INTERNATIONAL Competition. Winners will be announced on at the 2021 Annual Conference and The Every Building Show in Boston, MA.

If you have questions regarding any of the requirements please contact the BOMA Office at 248.848.3714.

*Thank you for your participation and GOOD LUCK!*

The 2020 Awards Committee Co-Chairs
Laura Marble, FMA
Christopher Sass
US General Services Administration
Wiss, Janney, Elstner Associates, Inc.