

2019-2020 TOBY APPLICATION

ONE FULLY COMPLETED FORM MUST BE FILLED OUT FOR EACH PROPERTY

All entries must be received by February 23, 2019

Entry Fee: \$250 per property for AOBA Members

Company: _____

Property Manager/On-site Contact, Phone Number and e-mail: _____

Name and Address of TOBY Submission Building: _____

Building Category: * _____

* Each building may enter in only one category.

Building Age: _____ Age of Renovations (if applicable): _____

Building Size (RSF): _____ Garage (Spaces): _____ Avg. Floor Size: _____

Operating Expenses (PSF): _____ Rental Rates (PSF): _____

Building Amenities: _____

Property Management Firm: _____

Owner: _____ Architect: _____

Enclosed is my check to process my application for \$ _____ payable to AOBA.

Check will be mailed by the February 23, 2019 deadline.

Please charge my credit card in the amount of \$250.

Please call for credit card payment processing.

No refunds are given for cancellations at any time.

I confirm that I have carefully reviewed the application criteria herein, and the building I am entering conforms to all of the prerequisites and specifications listed in my chosen category:

Signature _____

Download and fill in a PDF of this form directly from our website then e-mail the completed form with payment method box checked to ABendz@AOBA-Metro.org by February 23, 2019.

*If you have any questions, please contact Annabel Bendz at AOBA-Metro
Phone 202.296.3390 ext. 763 or email ABendz@AOBA-Metro.org*

Please visit the TOBY webpage: www.aoba-metro.org/toby-award for timelines, sponsorship and event details

Register now for the January 15, 2019 TOBY webinar at www.aoba-metro.org/events/



TOBY 2019-2020

ELIGIBILITY

The building must be a member, or managed by an entity that is a member, in good standing with both AOBA and BOMA International if that entry is to progress to the regional and/or international level.

- A separate application must be submitted, along with payment of \$250 per property, for each entry. To be eligible, applications must be completed and received in the AOBA Office by no later than February 23, 2019.
- The building may not have won in the same category at the international level during the last 5 years, nor in a different category at the international level during the last 3 years.
- The building must be at least 1 year old from the date of occupancy of the first tenant by June, 2019.
- At least 50% of a building's space must be used as office space to be considered for all categories except for the Industrial and Retail categories. The Industrial category must have more than 5% and less than 50% office area as measured by BOMA standards.
- The building must win at the local level to advance to the regional level, and must win at the regional level to advance to International.
- All TOBY entries except industrial are required to be ENERGY STAR benchmarked and provide a copy of their current year Statement of Energy Performance. If a local winner advances to the regional level, they will be required to share their data with BOMA International in the ENERGY STAR online portfolio manager.
- ESPM profiles shared with BOMA reflect the new updated data, and any building that reports performance prior to the update will not be verifiable through their profile. In order to ensure the TOBY scoring in the energy conservation section is fair since this update affects the EnergyStar score, the awards committee has voted that all TOBY entrants submitting for 2019 must upload a copy of the SEP generated from the ESPM after August 26, 2018.
- For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.