

2025/2026 TOBY Cycle 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 **July 31st, 2025**.

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 on next page). If you should win at the local level and decide to compete at the regional level (Pacific Southwest), your building must be BOMA 360 Certified; there are also associated fees, \$50 data-submission fee, and \$450 entry fee. If you win at the regional level, you are automatically entered into the BOMA International competition, additional fees are not expected.

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 re-categorize 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 judge's inspection 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/March. The exact dates will be announced in June of the current year. BOMA Greater Phoenix winners will be celebrated at the Fall Gala TOBY Awards 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 admin@bomaphoenix.net.

The Outstanding Building of the Year - TOBY
2025 / 2026 Cycle
Commitment to Enter Local Competition

Please put a check by each of the commitment statements:

- ☐ Yes, I am submitting an entry in the 2025 BOMA Greater Phoenix TOBY competition.
- ☐ If selected as a local winner, I agree to submit an electronic entry for the Pacific Southwest Regional competition via the BOMA International Recognition Portal and pay a total of \$450 in entry fees paid to BOMA International for each submission. No additional fees are collected for the international competition.
- ☐ 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:
- | | | |
|--------------------------------------|----------|--------------------------|
| ○ Prior to March 31, 2025 | \$150.00 | |
| ○ From April 1, 2025 – June 27, 2025 | \$300.00 | |
| ○ Any time after June 27, 2025 | \$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 Award program.

Name of Property Manager (Primary TOBY Contact/BOMA Member)

Property Management Company

Address

City

State

Zip

Phone

Fax

E-mail address

Name of Building Being Entered

TOBY Category

Please send all completed forms to the BOMA Greater Phoenix office no later than July 31, 2025.

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

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

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"/> Suburban Office Park (Low-Rise) |
| <input type="checkbox"/> 250,000 – 499,999 Square Feet | <input type="checkbox"/> Suburban Office Park (Mid-Rise) |
| <input type="checkbox"/> 500,000 – 1 Million Square Feet | <input type="checkbox"/> Earth |
| <input type="checkbox"/> Over 1 Million Square Feet | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Corporate Facility | <input type="checkbox"/> Mixed-Use Building |
| <input type="checkbox"/> Historical Building | <input type="checkbox"/> Renovated Building |

**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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2025
The Outstanding Building of the Year - TOBY Award
Building Data Form

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

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

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