

The **Office Lease of the Year Award** is open to lease transactions on which an unconditional, binding agreement was reached during the Eligibility Period: January 1, 2017 to December 31, 2017. New leases and renewals are both eligible. The lease must be for a minimum of 20,000 square feet. All leases within the City of Calgary and the Greater Calgary Area are eligible for this award.

**Check off both boxes to ensure eligibility criteria are met:**

- Eligibility Period: Lease transaction agreement reached during January 1, 2017 to December 31, 2017.
- Lease must be a minimum of 20,000 square feet.

Privacy Statement: The information collected on this form will be used for the sole purpose of administering the NAIOP Awards and the applicant understands that the winner's name will be announced at the REX Gala and may be published on the NAIOP Calgary Chapter website and in other media announcements.

**Submission Identification**

Submission Deadline: Friday, September 28, 2018

Project Name (marketing name) \_\_\_\_\_

Property Address \_\_\_\_\_

Key Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ 2nd Phone Number \_\_\_\_\_

**Transaction Description and Project Summary**

(Please note: this form and all attachments and inclusions must be submitted in PDF format. See specifications on page 3).

Attach a detailed description of the project to this Submission Form. This write-up is your chance to concisely explain why you think your lease deserves to be recognized as the best office lease of the year. The award criteria on page 3 should be used to guide the write-up; however, each submission should be tailored to highlight the most noteworthy aspects of the transaction, the context in which it was negotiated, and manner in which it distinguishes itself from other recent office lease transactions. Be as specific as possible. Please note that how the applicant lists the submission information, including names and details on page 2, is how it will read in all marketing materials.

**Some of the topics you may wish to cover are:**

- Transaction description including location, building area and major tenants
- Description of the leased space and key points
- Terms and conditions of the lease
- Objections/constraints of each of the landlord and the tenant prior to entering into negotiations
- Tenant's alternatives and competition
- Challenges or innovative aspects of the lease terms or the negotiation process
- Strategic benefits achieved by the landlord and/or the tenant including the value created by the lease, any innovative financial aspects of the transaction
- Impact of the transaction on the office space market

Also include and attach a brief separate typewritten **Summary**, using 50 words or less, which describes and captures the essence of the development in a manner that may be used in the REX Awards program or other marketing materials. Please clearly label this as the "Transaction Summary."

**Project Team Information** *Please print clearly.*

It is the responsibility of the key contact named on page one to consult with all of the individuals who may be identified here and ensure that all project team members have granted permission for their names and their companies to be included in this REX Award submission.

A. **Landlord Name** \_\_\_\_\_  
Landlord Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

B. **Tenant Name** \_\_\_\_\_  
Tenant Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

C. **Landlord Broker Name** (if any) \_\_\_\_\_  
Landlord Broker Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

D. **Tenant Broker Name** (if any) \_\_\_\_\_  
Tenant Broker Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

E. **Other Team Member Name** \_\_\_\_\_  
This Member's Role \_\_\_\_\_  
Other Team Member Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

F. **Other Team Member Name** \_\_\_\_\_  
This Member's Role \_\_\_\_\_  
Other Team Member Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**Award Criteria:**

**Innovation** – Describe the innovations in concept, design, construction and/or build-out of the leased premises. Specify unique characteristics about the premises, including automation, special design and layout

**Impact on the Market** – Describe the impact on the local community and marketplace, including effect on rents, amount of space developed/absorbed and jobs created

**Financial Analysis** – Describe the economic success, including return on investment, comparative lease rates, tenant improvement costs and overall profitability

**Challenges/Solutions** – Describe issues/successes encountered during planning, municipal and environmental objectives/constraints; and site and/or design challenges

**PDF Submission including Photographs**

Include a minimum of three photographs of the project, including a description for each photo.

Please combine pages 1 and 2 of this form; plus the detailed description and summary requested on page one; plus project photos and images into a single PDF document (maximum file size 5 MB).

Please be aware of the submission deadline shown below and email the completed document to NAIOP Calgary Chapter before the deadline (details below). NAIOP does not assume responsibility for failed or undelivered emails.

**Award Selection Process**

- The NAIOP REX Advisory Committee reserves the right to determine the outcome of all award submissions and the issuing of awards in any given year.
- All submissions shall be reviewed by a Subcommittee of the NAIOP REX Advisory Committee. Award Finalists will be announced on or about October 26, 2018.
- NAIOP Calgary Chapter and its agents cannot be held responsible for publishing erroneous information resulting from inaccuracies or illegible entries there may be in this award submission.
- The winning team will be announced at the REX Awards Gala on November 21, 2018.

**SUBMISSION DEADLINE: 5:00 pm, Friday, September 28, 2018**

The key contact represents that all team members have agreed to be a party to this submission and have agreed to abide by the rules, guidelines and procedures of the REX Awards program.

Your submission must be compiled into a PDF and **emailed** to the NAIOP Calgary Chapter administration office, attention:

Stephanie Bird, REX Committee Chair  
REX@naiopcalgary.com  
Tel: 403-261-1189

Paper submissions are not eligible.

When your submission is successfully received, an acknowledgment email will be sent the following business day to the submitter.

**PLEASE NOTE:** If the confirmation does not arrive, it is the submitter's responsibility to follow up with the NAIOP Calgary Chapter administration office to ensure the submission is received.