



## The Outstanding Building of the Year (TOBY®) Award Application

**The Outstanding Building of the Year (TOBY®) Award is the most prestigious award in commercial real estate.**

It's the one competition in the Orange County area that honors outstanding commercial office buildings and excellence in building management. All facets of a building's operations are involved, including its tenant relations program, amenities package, community involvement, emergency evacuation procedures, building standards, sustainability, energy management accessibility and overall exceptional service. Local winners are eligible for the regional competition, and regional winners become finalists for the prestigious BOMA International TOBY® Award presented at the BOMA International Conference.

All entrants, with the exception of industrial buildings, are required to be ENERGY STAR® benchmarked and share their data with BOMA International in the ENERGY STAR online portfolio manager. (Note: Local winners entering regional competition will be required to provide a copy of their current year Statement of Energy Performance printed from ENERGY STAR®.)

For a list of TOBY category descriptions visit [toby.boma.org](http://toby.boma.org)

**Submission Deadline for Local TOBY® Award: AUGUST 31, 2022**

### TOBY® AWARD ENTRY INFORMATION

CATEGORY (check one)				
<input type="checkbox"/>	Under 100,000 sq. ft.	<input type="checkbox"/>	Renovated Building	Suburban Office Park-Low Rise (2+ bldgs, 5 stories or less)
<input type="checkbox"/>	100,000-249,999 sq. ft.	<input type="checkbox"/>	Historical Building	Suburban Office Park-Mid Rise (2+ bldgs, 1 must be 6-10 stories)
<input type="checkbox"/>	250,000-499,999 sq. ft.	<input type="checkbox"/>	Corporate Facility	Industrial Office Building(s)
<input type="checkbox"/>	500,000-1 million sq. ft.	<input type="checkbox"/>	Medical Office Building	Earth
<input type="checkbox"/>	Over 1 Million sq. ft.	<input type="checkbox"/>	Government Building	
<input type="checkbox"/>	Mixed-Use Category	<input type="checkbox"/>		

BUILDING INFORMATION						
BOMA International Member Name					ID#	
Building Name						
Address			City	State	Zip	
Year Built			Year Renovated (if applicable)			
Square Footage			Number of Buildings			
Number of Stories (list for each)						
Owner						
Management Company						
Manager (include title)						
Management Team*	1)				5)	
	2)				6)	
	3)				7)	
	4)				8)	

\*If additional space is needed, please attach to this entry.

BUILDING ENTRY COORDINATOR INFORMATION (this person will submit and receive all correspondence)		
Name		
Phone		Email

### TOBY® AWARD ENTRY INSTRUCTIONS

- Submit local entry application and one photo each of the building's exterior, interior and management team via email to [communications@bomaoc.org](mailto:communications@bomaoc.org) by AUGUST 31, 2022. (Photo requirements for each photo: file = JPEG, 300 DPI, maximum file size = 5 MB, minimum dimensions = 1500 x 2100 pixels, submit single images only – no collages).
- Submit non-refundable fee of \$250 to BOMA Orange County for the local TOBY® Award (regional and international entry fees not included) and portal entry fee of \$50.

Signature \_\_\_\_\_

Date \_\_\_\_\_

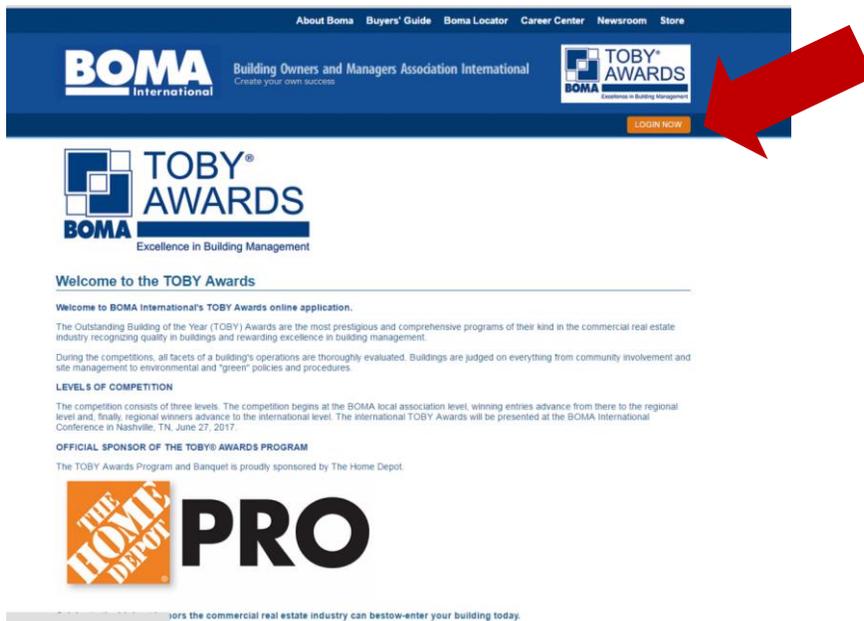
**Improving the Performance of the Commercial Real Estate Industry**

www.bomaoc.org | (714) 880-4485 | communications@bomaoc.org

# **How to Register Your Building Using the BOMA Online Portal**

## Step One: Registering Your Building

- Go to <https://toby.boma.org>
- Click “Login Now” to begin the online registration process.
- Log on using your e-mail address and BOMA.org password (If you do not have this, click Forgot Your Username/Password)



The screenshot shows the website for the Toby Awards, part of BOMA International. At the top, there is a navigation bar with links for 'About Boma', 'Buyers' Guide', 'Boma Locator', 'Career Center', 'Newsroom', and 'Store'. Below this, the BOMA International logo is displayed with the tagline 'Building Owners and Managers Association International' and 'Create your own success'. To the right, the Toby Awards logo is shown with the tagline 'Excellence in Building Management'. A red arrow points to a 'LOGIN NOW' button located below the Toby Awards logo. Below the navigation bar, the Toby Awards logo is repeated with the tagline 'Excellence in Building Management'. The main content area begins with the heading 'Welcome to the TOBY Awards' followed by a sub-heading 'Welcome to BOMA International's TOBY Awards online application.' The text describes the awards as prestigious and comprehensive, recognizing quality in buildings and rewarding excellence in building management. It also mentions that during the competition, all facets of a building's operations are thoroughly evaluated. Below this, there is a section titled 'LEVELS OF COMPETITION' which states that the competition consists of three levels: local, regional, and international. The international awards will be presented at the BOMA International Conference in Nashville, TN, June 27, 2017. Another section titled 'OFFICIAL SPONSOR OF THE TOBY AWARDS PROGRAM' mentions that the program and banquet are sponsored by The Home Depot. The Home Depot logo is shown with the word 'PRO' in large letters. At the bottom, there is a small text line: 'ors the commercial real estate industry can bestow-enter your building today.'

\*Please note that if the system does not recognize, you will need to create a new account. Your account will need to be approved by BOMA International and your local BOMA association in order to continue the registration process. Once approved, you may log on at <https://toby.boma.org>.

## Step Two: Registering Your Building

- Select “Member Location” in the dropdown menu (this should be the LOCAL (if a local entry) or REGION (if a regional entry) in which you are submitting your entry.
- Review the contact information and make any necessary updates.
- Confirm your e-mail address and ensure you have completed all required fields indicated with an asterisk.
- Click “Register” to successfully register your building.

### Online Registration

We have loaded your profile information from Boma.org. If you need to correct or update something please do it below.

BOMA Membership Location:  
BOMA International

First Name  
Sherri

Last Name  
Jackson

Company Name  
BOMA International

e-Mail  
sjackson@boma.org

e-Mail Confirmation

Address  
1101 15th Street, NW

Address 2  
Suite 800

City  
Washington

State/Province\*  
District of Columbia

Postal Code  
20005

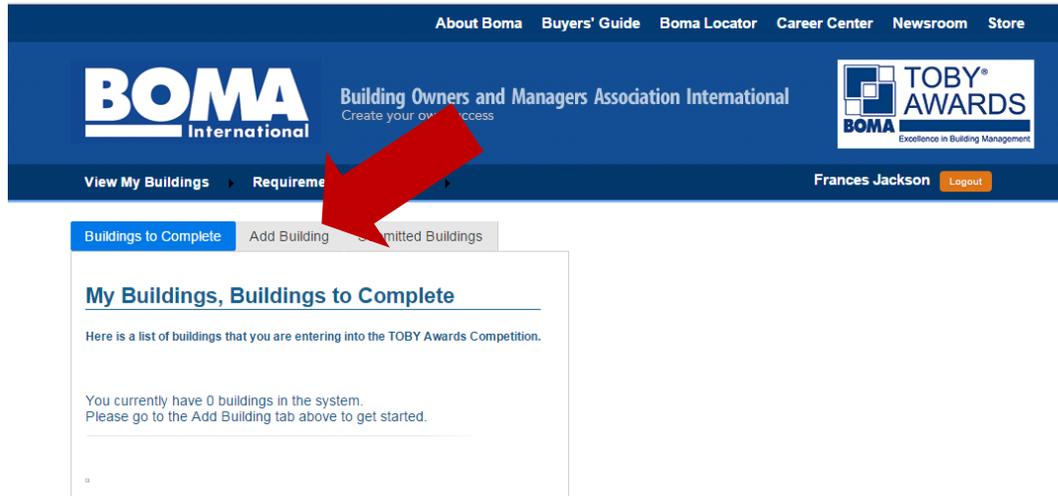
Country  
UNITED STATES

BOMA International ID  
1396116

Register

## Step Three: Registering Your Building

- Once you have registered, you should see the following screen.



- Click “Add Building” to begin your entry submission.
- If our system does not recognize you as an active member, in good standing, you will receive the following screen and your membership will need to be verified by your local BOMA before proceeding.



Thank you for applying for Toby. We will approve your account and notify you as soon as possible

## Step Four: Registering Your Building

- Read and understand the Terms and Conditions before adding your building and verify that you have read the Eligibility Requirements.
- Select the category in which you are entering your building in the drop-down menu.
- Answer the eligibility questions for your category and press “continue”.

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ageBuilding.aspx?index2=0&index=0&bldngIndex=1&c=0

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**BOMA** International Building Owners and Managers Association International Create your own success

**TOBY AWARDS** BOMA Excellence in Building Management

View My Buildings Requirements and Forms Frances Jackson Logout

Buildings to Complete **Add Building** Submitted Buildings

### Building Information

Online Registration

Step1: Read and Understand all [Terms and Conditions of Entry](#)

Step2: Select the Building Category.

Step3: Answer the Category Eligibility Questions.

Step4: If all of your Eligibility Questions are correct, proceed to add your building.

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**Eligibility Requirements:**

I understand the eligibility requirements outlined in the TOBY Terms and Conditions of Entry.

**Building Category:**

Under 100,000 sq. feet  [What Building should I choose?](#)

**Eligibility:**

**AnswerQuestion**

Yes 1. Does your entry have at least 50 percent office space as measured by the BOMA standards?

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Yes 2. Has the building been occupied for at least one full year from the date of occupancy of the first tenant by June 15, 2016 with a minimum of 12 months of building operations?

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Yes 3. Has this building won the category in which it is being entered at the National/International level within the past five years?

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Yes 4. Has the building won a different National/International TOBY category within the past three years?

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Yes 5. Is this building, or its management team, a member in good standing with both BOMA International and the appropriate local BOMA association?

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Yes 6. Is this building being entered in only one TOBY category?

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## Step Five: Registering Your Building

- Enter your building information.
- Select the cycle – If entering at the local level the select your local BOMA. If entering at the regional level, select your region. (This is important in ensuring your entry is pulled correctly for judging.)
- Building Manager and Point of Contact (POC) can be the same person.
- POC should be the person that can be contacted to answer any questions regarding your TOBY submission.



Buildings to Complete | **Add Building** | Submitted Buildings

### Building Information

Online Registration  
Enter the information for Your Building  
\* = Required Field

Building Name

Year Built

Year Renovated  (if applicable)

Select the cycle

Is this a single building or multiple buildings entry?  
 Single Building  Multiple Buildings

Building Address Address:

Address 2:

City:

State/Province:

Zip:

Building Contacts

Owner:  Management Company:

## Step Six: Submitting Entry Details

- After registering your building, you may begin entering data in each of the sections specified in the TOBY Entry Requirements.

Navigation menu: [About Boma](#) [Buyers' Guide](#) [Boma Locator](#) [Career Center](#) [Newsroom](#) [Store](#)

**BOMA** International Building Owners and Managers Association International  
Create your own success

**TOBY AWARDS**  
Excellence in Building Management

Admin Requirements and Forms Switch To: [Judge](#) [Applicant](#) Anita Smith [Logout](#)

Portfolio Specifications

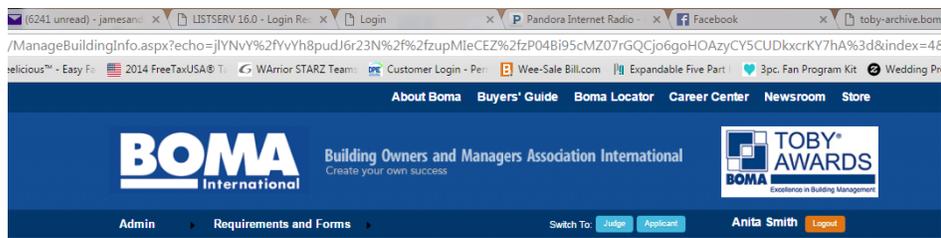
### Anita Test Building 3

Status	Category	Edit Info
✓ Complete	Building Description - 1 Point	<a href="#">✎</a>
✗ Incomplete	Building Standards - 3 Points	<a href="#">✎</a>
✗ Incomplete	Competition Photographs - 1 Point	<a href="#">✎</a>
✗ Incomplete	Award Ceremonies Photographs	<a href="#">✎</a>
✗ Incomplete	Community Impact - 15 Points	<a href="#">✎</a>
✗ Incomplete	Tenant Relations/Communications - 15 Points	<a href="#">✎</a>
✗ Incomplete	Energy Conservation - 20 Points	<a href="#">✎</a>
✗ Incomplete	Environmental, Regulatory and Sustainability - 15 Points	<a href="#">✎</a>
✗ Incomplete	Emergency Preparedness/Life Safety - 15 Points	<a href="#">✎</a>
✗ Incomplete	Training for Building Personnel - 15 Points	<a href="#">✎</a>



## Step Seven: Submitting Entry Details

- Select a portfolio category by clicking the “Edit Info” icon and begin entering your building’s data.
- It is important to take note of the word count limitations, file type and number of documents allowed in each section.
- It is suggested that you begin your entry in MSWord and copy and paste your text into the appropriate fields.
- Once you have successfully completed a portfolio category, the status will indicate “Complete.”



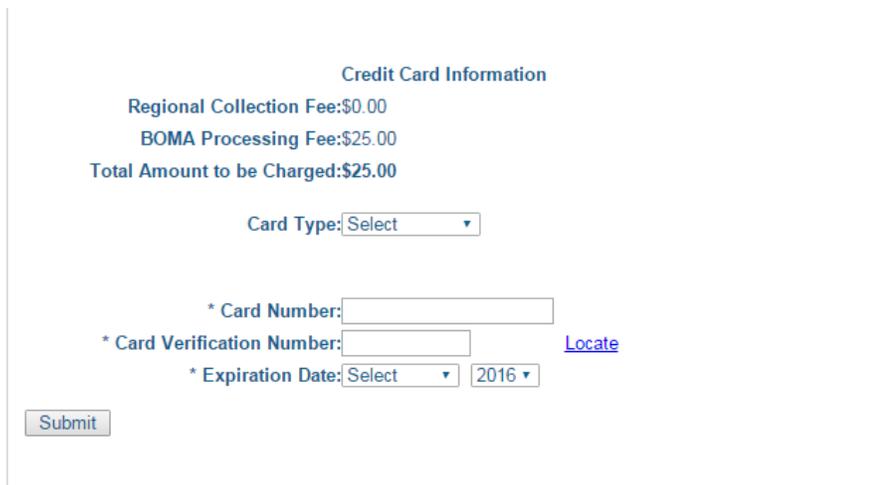
Portfolio Specifications

**Anita Test Building 3**

Status	Category	Edit Info
✔ Complete	Building Description - 1 Point	
✘ Incomplete	Building Standards - 3 Points	
✘ Incomplete	Competition Photographs - 1 Point	
✘ Incomplete	Award Ceremonies Photographs	
✘ Incomplete	Community Impact - 15 Points	
✘ Incomplete	Tenant Relations/Communications - 15 Points	
✘ Incomplete	Energy Conservation - 20 Points	
✘ Incomplete	Environmental, Regulatory and Sustainability - 15 Points	
✘ Incomplete	Emergency Preparedness/Life Safety - 15 Points	
✘ Incomplete	Training for Building Personnel - 15 Points	

## Step Eight: Submitting Entry Details

- In order to successfully submit your entry, all portfolio categories/sections must be marked “Complete.”
- Once all of your data has been entered, you will be given the option to submit your building. Do not hit submit until you are sure that your information is accurate and complete. No modifications can be made after the information is submitted.
- At this point, you will also be asked to make payment of all applicable fees including any additional regional fees that may apply if you are submitting a regional entry.



Credit Card Information

Regional Collection Fee:\$0.00  
BOMA Processing Fee:\$25.00  
Total Amount to be Charged:\$25.00

Card Type:

\* Card Number:

\* Card Verification Number:  [Locate](#)

\* Expiration Date:

- Once payment has been made, your building has been successfully registered.

## **Fee Schedule:**

- **Portal Fee: \$50**
- **Local Submission Fee: \$250**

## **Additional Information:**

- If your building wins on the regional level, your building name is submitted by your regional administrator for the International competition. Entry may not be modified at this point in the competition.
- You're done! Winners will be announced during the TOBY Awards Ceremony held during the Annual Conference each year in June.