



# TOBY Awards

**It's not about the newest building, it's about the best managed!**

## Keys to successful entry & judging:

- Carefully consider entering into the category that best fits and highlights your building.
- Tell the complete story of your building (history, highlights, entire team). 1800 words allowed, type it in Word then copy & paste into online application.
- Remember to highlight your community involvement.
- Have all of the following available for judging, either hard copies or online availability:
  - Policies & procedures
  - All COI's
  - All Contracts
- Create PowerPoint for Judges featuring your property and identify how key documents are stored.
- Meet with HVAC, Janitorial and other key vendor teams to let them know how they can help you prepare for TOBY judging.
- Your building doesn't have to be perfect for judging, you just need to elaborate on scheduled repairs/renovations budgeted for the following year, etc.
- Be sure to highlight all Continuing Education provided for staff.
- Reach out to fellow BOMA Members for guidance, suggestions, questions, advice.

## Benefits of entering TOBY:

- Team building with your entire staff.
- Learning experience for your career as well as an opportunity to focus on your building strengths and identify any weaknesses.
- Brokers can use your TOBY building description for marketing purposes.
- Brokers will highlight your TOBY recognition in their marketing to new tenants.

Great for your resume.

*The worst thing that will happen by entering TOBY?... You will improve your property!*

