

**ASSOCIATION OF COMMERCIAL REAL ESTATE (ACRE)
SUMMARY OF RULES & REQUIREMENTS - BOYA in 2019**

1. Electronic Submission by PDF Deadline Items

All BOYA candidates must be a current ACRE member; no exceptions. **The BOYA nomination forms must be submitted in PDF via e-mail only to: Elizabeth L. Jackson at ejackson@delfinomadden.com.**

A) Submission Form and Nomination Form:

Deadline for forms submission is **no later than 5 pm, Friday, February 8, 2019**. The BOYA Committee, in its sole and absolute discretion, may disqualify any candidate whose nomination form is not timely received or fully completed in strict accordance with the rules.

B) Broker's Choice Ballot:

A completed "Brokers' Choice" ballot, signed by the candidate, must accompany the nomination form.

2. ACRE Membership:

All candidates must be a current ACRE member; all memberships are individual, not company-wide. Membership is via renewal of your already existing ACRE membership or via joining ACRE as a new incoming member. Both renewals and new memberships can be done online at: www.acre.org

3. Nominee Photo Email Submission:

A professional high res quality (300 dpi) **digital color photo of the candidate in JPEG format** must accompany the PDF document nomination form and emailed directly to: ejackson@delfinomadden.com

4. Candidate & Candidate's Manager Signatures:

The BOYA nomination form has to be **signed by both the candidate AND the candidate's manager**. If the candidate switched brokerage houses mid-year, both the former and the current manager are required to sign the BOYA nomination form and authenticate the candidate's transactions. **If the candidate switched brokerage houses mid-year, the managers need to pay particular attention to which brokerage house will be identified on the nomination form.**

5. Attendance at BOYA event:

Your submission indicates that you plan on attending the Broker of the Year Awards event. There are two options to secure a seat at the event: (a) your company is providing you a seat at their purchased table; (b) you purchase an individual ticket via ACRE event e-notice when on sale. If an emergency occurs and you are not able to attend the event, you are required to inform ACRE and your Broker Manager in advance of the event.

6. Nominee Name/Company:

The candidate's name should appear on the BOYA nomination form exactly as the candidate wishes it to appear during the award ceremony and any event marketing/media publications.

7. **Gross Commissions:**
The candidates will be judged solely on Gross Commissions (*i.e.*, the total commission dollars the candidate actually *collected*, with no deduction for the brokerage house's split, but adjusted to exclude (i) any commission split allocated to brokers or agents within the candidate's brokerage house, and (ii) any bonuses). Gross Commissions shall not be reduced by any payments made by the candidate to the candidate's employees that came out of candidate's taxable income (in other words, what the candidate does with his or her taxable income has no bearing on the calculation of Gross Commissions).
8. **Back-up Commission Documents:**
Supporting documentation in hard copy (booking sheets, vouchers, or other reasonable proof of receipt of the Gross Commission) must accompany the nomination form.
9. **Multiple Nominees & Maximum Candidates Disclosure:**
Multiple Nominees: Each brokerage house can nominate multiple candidates in each category. Maximum Candidates: If more than ten Candidates are nominated in any single Category, the number of Finalists in that Category shall be limited to no more than ten, based solely on Gross Commissions.
10. **Questions & Inquiries:**
Questions should be sent by email to ACRE at info@acre.org. Do not wait until the last minute to pose your questions or they may go unanswered before the submission deadline.
11. **Summary Disclosure:**
This is just a summary, and is not intended to modify the BOYA rules. All candidates are required to read and understand the BOYA rules. All candidates must be a current member of ACRE or submit their membership application online at www.acre.org with choice of payment either online via credit card payment or via check as stated on the ACRE website. Refer to BOYA Submission Form check-list for full details.
12. **Rookie of the Year Eligibility:**
In the "Rookie of the Year" category, the Candidate must have an "Eligibility Date" that falls within the stated calendar year set forth in section 3(f) of the BOYA Rules.

BOYA in 2019 Brokers' Choice Award

1. BOYA nomination forms that are not accompanied by a completed ballot for the Brokers' Choice Award may be disregarded. A BOYA candidate cannot nominate an agent from his/her brokerage house company for the Broker's Choice Award (same office location or another office location, same company).
2. A Brokers' Choice award will be given to a broker receiving the most votes from the candidates for the BOYA awards.