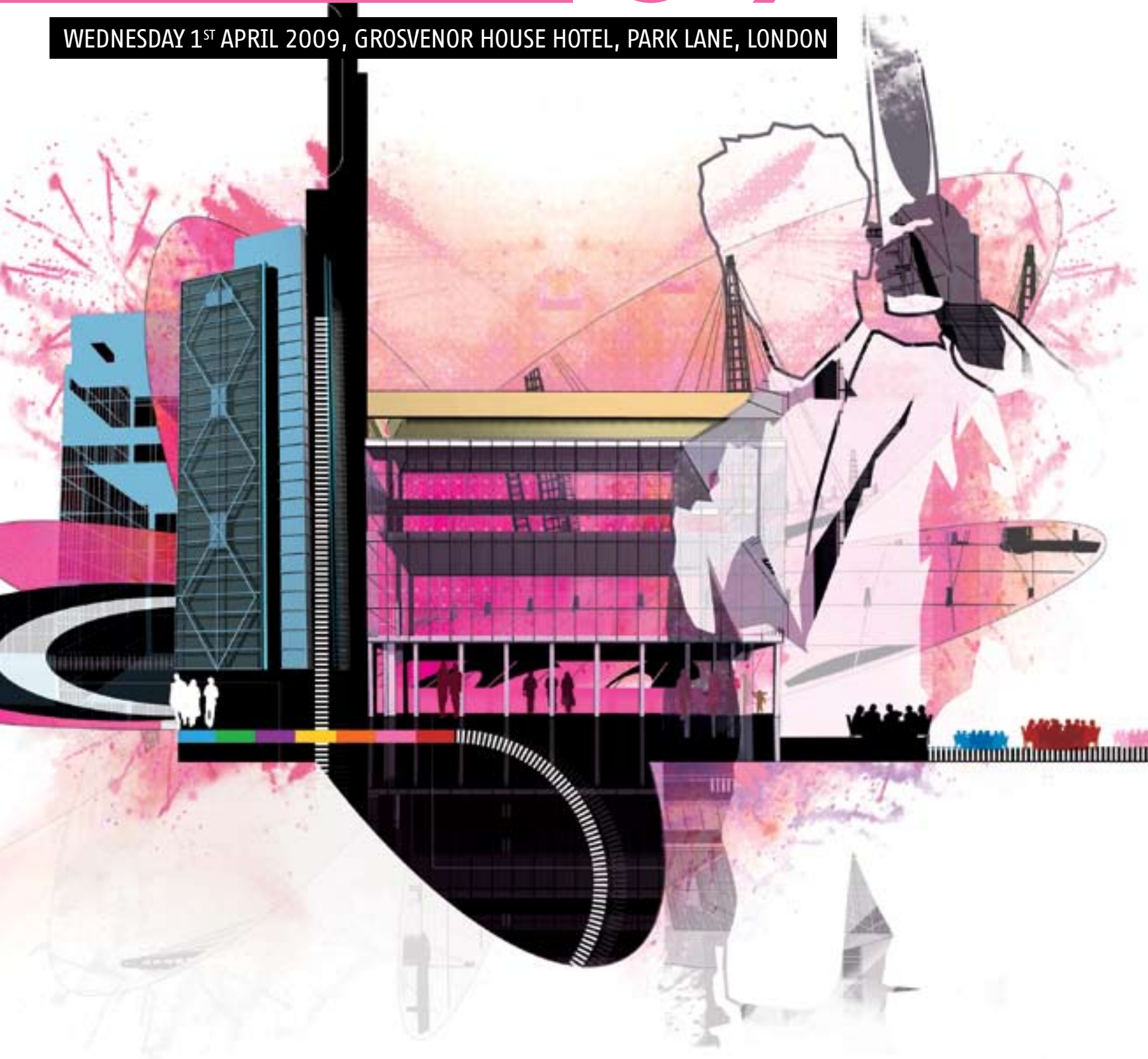


# Property Awards.

# 09

WEDNESDAY 1<sup>ST</sup> APRIL 2009, GROSVENOR HOUSE HOTEL, PARK LANE, LONDON



## Entry Form

Deadline for entries: Friday 9<sup>th</sup> January 2009

Property  
Week.awards

[www.propertyweek.com/awards](http://www.propertyweek.com/awards)





## About The Property Awards

Now in its 14th year, the prestigious Property Awards highlight the industry's best projects, people and the companies behind them. Winning a Property Award, or even being selected as a finalist, is a vital opportunity to raise the profile of your company and gain exposure in one of the most fiercely contested industries in the country.

## Categories for entry

18 categories will reward outstanding performance in investment, innovation, management and development. The following 5 categories can be entered:

- **Office Agency Team of the Year**
- **Retail Agency Team of the Year**
- **Industrial Agency Team of the Year**
- **Investment Agency Team of the Year**
- **Professional Agency Team of the Year**

All entrants for the above awards must fill out section A and B of this entry form. Please note that all figures and facts must be for achievement in the 2008 calendar year.

**The judging year runs from December 07 to December 08.**

## The judging process

A panel of industry experts will judge the 5 categories available for entry. Finalists for the awards will be announced in Property Week in February 2009. Information on the judging panel will be available on [www.propertyweek.com/awards](http://www.propertyweek.com/awards)

## Academy judging

The remaining 13 awards will be decided by the Property Academy, which consists of members of more than 300 industry experts. The Academy will nominate the people, companies and projects they believe epitomise excellence within the industry. These finalists will be announced in Property Week again in February 2008 and the winners will be revealed at the awards ceremony.

## Essential tips for a successful entry:

1. Keep as much PR spin out of your application as possible
2. Concentrate on cold, hard facts that can be substantiated
3. Include information on your exceptional successes during the year such as innovations or techniques that have reaped substantial benefits
4. A clean, concise and error-free entry is always impressive
5. Follow these three steps to ensure your entry is accepted: step 1 must be filled out in the relevant grid on this form while step 2 and step 3 must be printed separately on a word document and submitted with this document
6. You can use bullet points and pie charts in your word document but your entry must not exceed 3 sides of A4 paper
7. Additional information will not be forwarded to the judges
8. Please provide us with a digital entry as a PDF, sent via CD or email
9. The deadline for entries is 5pm on Friday 9th January 2009

All information you submit is confidential and will not be made available without the permission of the entrant.

**For further information please contact Emily Briday on  
T + 44 (0)20 7560 4420 or E [ebriday@cmpi.biz](mailto:ebriday@cmpi.biz)**

**For information on sponsorship opportunities please contact  
Emma Smith on T + 44 (0)20 7921 8501 or E [esmith@cmpi.biz](mailto:esmith@cmpi.biz)**



## Section A – Retail, Industrial & Office Team of the Year

We believe the awards should recognise the broad range of activities performed by property firms. Therefore, besides hard data, the judges are also interested in the consultancy and other specialist elements of your business. Ensure you highlight any

recent achievements such as a spectacular deal, outstanding consultancy work or an important research project. Space is limited so plan carefully.

### Step 1

Complete the questions in the grid below. You will not be penalised if you cannot provide answers to all the questions. Please ensure you indicate whether you are basing your figures on the financial or calendar year.

	2007/8 (actual)	2007/8 (estimated)	% increase/decrease in last year	% increase/decrease over last 3 years
Area of space transacted*				
Numbers of transactions*				
Approx % let/sold within six months				
The team's total transactional fee income**				
Consultancy fee income				
Total fee income				
Number of fee earners***				
Income per full-time fee earner***				
What % of your work is repeat business?****				

\*Calculate these figures based on the total area or number of transactions solely handled by the firm, plus half the number/space transacted when jointly instructed. If your firm was one of the three firms instructed, only include one-third of the number/space

\*\* Include here income from all deals. Do not include rent review, valuation work or investment income

\*\*\* Do not include non-fee earners, secretaries, etc

\*\*\*\* Repeat business is defined as the % of the value of the fees you have won in the last year from clients you have worked for during the last 10 years

## Section B – Investment Agency Team of the Year

For the Investment Agency category ONLY:

### Step 1

	2007/8 (actual)	2007/8 (estimated)	% increase/decrease in last year	% increase/decrease over last 3 years
Approximate value of all of your transactions				
Total fee income				
Total number of fee earners*				
Income per full-time fee earner*				

\*Do not include non-fee earners, secretaries etc

## Sections A & B

### Step 2

Answer the following questions in less than 100 words each.

- describe the highlight of the last year for your firm
- what new ideas or innovations have you introduced over the last 12 months?

### Step 3

Write a 500 word statement summarising why you deserve to win.

Focus on your 'soft skills' as well as facts and figures. Suggestions for headings include:

- your consultancy acumen
- new strategies, business developments and any staff or training initiatives
- any landmark deals, innovations or consultancy commissions you have secured



## Section C – Professional Agency Team of the Year

This category is aimed at specialist property consultants (or departments of larger agency firms) that provide either: valuation, rating, rent review or property/land and estate management. It is also open to building surveyors, firms that provide planning/development or environmental advice or practices that are strong in arbitration, claims, expert witness

- Some indication of how your professional agency work has grown – ideally your professional agency fee income figures for 2007 and 2008 should be included.
- Please try to highlight the range of professional work you do and specialist areas you have developed
- Provide an indication of the resources/staff numbers you have in the team, and if these have increased

or legal services. It is not open to facilities management companies or other property advisors.

To enter all you need to do is explain, in no more than 500 words (on a maximum of three pages of A4) what you've achieved during 2008. The following elements should be included in this document:

- Details of key instructions/commissions you have won in 2008
- An indication of your clients' reactions to the quality of the work you do (eg one or two good testimonials would be well received)
- Summarise with a brief description of why you feel you deserve this award

## Section D – Entry form to be completed by all entrants

Contact name	<input type="text"/>		
Job title	<input type="text"/>		
Company name	<input type="text"/>		
Company address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Email address	<input type="text"/>	Telephone	<input type="text"/>

Please tick the category that you have entered

- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Retail agency team of the year       |
| <input type="checkbox"/> | Industrial agency team of the year   |
| <input type="checkbox"/> | Investment agency of the year        |
| <input type="checkbox"/> | Office agency team of the year       |
| <input type="checkbox"/> | Professional agency team of the year |

Note: this form must be signed by a director, chairman, chief executive or a senior partner of your firm

Signed	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>

Entries must be sent to Emily Briday, Senior Events Co-ordinator, UBM Built Environment, Ludgate House, 245 Blackfriars Rd, London SE1 9UY or by email to: [ebriday@cmpi.biz](mailto:ebriday@cmpi.biz)

For queries concerning entries, contact Emily Briday on T +44 (0)20 7560 4420 or E [ebriday@cmpi.biz](mailto:ebriday@cmpi.biz)  
Entries must be received by Friday 9th January 2009

UBM Built Environment may from time to time send relevant updates about events and other UBM Built Environment products or services. Your email will not be passed to 3rd parties. By providing your email address you consent to being contacted by email for direct marketing purposes by UBM Built Environment. Information you supply to UBM Built Environment may be used for publication (where you provide details for inclusion in our directories or catalogues and on our websites) and also to provide you with information

about our products or services in the form of direct marketing activity by phone, email or post. Information may also be made available to 3rd parties on a list lease or list rental basis for the purpose of direct marketing. If at any time you no longer wish to (i) receive anything from UBM Built Environment or (ii) to have your information made available to 3rd parties, please write to the Data Protection Co-ordinator, Dept IPA758, UBM Built Environment, FREEPOST LON 15637, Tonbridge, TN9 1BR or Freephone 0800 279 0357.