

# 2010 NAIOP Georgia Chapter Million Dollar Club Application

## INSTRUCTIONS FOR NEW ELECTRONIC APPLICATION

After you open the spreadsheet, begin on the worksheet called “Application – START HERE” by clicking on only those areas with a grey background and filling in the appropriate information. Next, move to the lease detail sheet and fill out a row for each deal you completed this year. The information you fill in here will populate on the application page and the letters of certification. After you have entered all of your leases, print all four worksheets and have the appropriate letter(s) signed. Then submit all of the pages of the application (even if blank) to the NAIOP office.

### I. PREREQUISITES

1. Any person employed by a NAIOP member firm who, at the time of application is in a landlord representation position from which no less than 75% of that person’s annual transactions are landlord leasing transactions, is eligible to participate in NAIOP Million Dollar Club. (NOTE: only landlord transactions can be included in total lease value for NAIOP MDC application.)
2. Applicants must produce new, renewal, or sublease revenue of \$1,000,000.00 or more (“NAIOP Million Dollar Club Volume”) during the calendar year January 1 to December 31, 2009.
3. **All transactions must be done in the State of Georgia. Do not include out of state transactions.**

### II. WHICH FORMS DO I COMPLETE?

Applicants must submit a properly executed application form to the NAIOP office on **or before Tuesday, February 23, 2010**. Applications must be in the possession of the Million Dollar Club Review Committee no later than 12:00 noon on the above-mentioned date.

*No emails, faxes or late applications will be accepted.*

#### **Along with the Application, please include the following:**

- A check in the amount of \$100 made payable to “NAIOP”. This fee covers the cost of your attendance to the awards meeting along with promoting and honoring each NAIOP Million Dollar Club Award member. In the event an Applicant does not qualify for membership, for whatever reason, his or her application fee will be refunded.
- A 3” X 5” black and white glossy photograph with your name and company name written in ink on the back or you may e-mail it to: Heidi Davee at [hdavee@naiopga.org](mailto:hdavee@naiopga.org)

- A properly executed Letter of Certification (see Exhibit “B”).
- In the event an Applicant submits transactions for NAIOP Million Dollar Club Volume which have closed, or transactions where the Effective Credit Date was during a time Applicant was affiliated with another company, Applicant shall have his previous President, Managing Partner or General Manager certify those transactions by executing the “Letter of Certification from Previous President, Managing Partner or General Manager” (see Exhibit “C”).

### III. WHAT ARE THE DIFFERENT CATEGORIES?

An Applicant may be recognized in one or more of the following categories:

- Office Leasing (including build-to-suit with a lease or sale to a user)
- Industrial Leasing (including build-to-suit with a lease or sale to a user)

#### Top Producer

The Applicant who produced the highest Million Dollar Club Volume in 2009 in their respective category will be recognized as the *Top 2009 NAIOP Million Dollar Club Winner* for that category.

#### Top Five Producers - Overall

The top five producers in each category will receive special recognition.

#### Other Recognition

All qualifying Applicants of the NAIOP Million Dollar Club will receive a NAIOP Million Dollar Club Certificate stating the amount of revenue produced in million dollar increments.

### IV. HOW DO I CALCULATE MY COMMISSION VOLUME?

#### 1. General

- (a) In the event of installment commission payments, full credit will be allowed for the year in which the transaction closed.
- (b) Any transaction in which the Applicant (either individually, or as a principal in a partnership, corporation or co-tenancy) owns *more than* a 10% interest in the property, shall not be counted for NAIOP Million Dollar Club Volume Credit.
- (c) Any transaction in which the Applicant (either individually, or as a principal in a partnership, corporation or co-tenancy) owns a 10% interest *or less* in the property, may be used as NAIOP Million Dollar Club Volume credit, provided that the amount of credit claimed is reduced by the percentage of ownership.
- (d) The Effective Credit Date for lease transactions shall be the date of occupancy, or the date the lease was executed, whichever comes first. In the event of a sale to a user, the date of closing shall be deemed the Effective Credit Date. In the case of a renewal or expansion, the Effective Credit Date shall be the first day of the new lease term, or the date the renewal or expansion

amendment was executed, whichever comes first.

- (e) NAIOP Million Dollar Club Volume credit shall be given only for an Applicant acting in a transaction as a real estate salesperson or associate broker (as opposed to one acting as a manager or a principal, unless said manager or principal also acted as the salesperson of record).
- (f) No NAIOP Million Dollar Club Volume credit shall be allowed for any appraisals, evaluations, consultations, investment sales, or tenant representation transactions.
- (g) If more than one individual within the Applicant's company actively participates in any lease or user sale, the NAIOP Million Dollar Club Volume credit allowed shall be in the same proportion as the percentage of the commission or fee paid to the individuals. If no commission is paid, the credit shall be in the same proportion as the base salaries and/or bonuses paid to the individuals, or determined by the company's President, Managing Partner or General Manager.

## **2. Rules for Office and Industrial Leases:**

- (a) The amount of the "Total Lease Value" to be paid in the original term of a lease shall be The NAIOP Million Dollar Club Volume for said lease. Credit shall also be allowed for expansions and renewals, provided that the Effective Credit Date of the expansion and/or renewal occurs within the qualifying year.
- (b) For the purposes of the NAIOP Million Dollar Club Volume, the 'Total Lease Value' shall be calculated by taking the Annual Base Rental for each Lease Year over the entire term of the Lease, subject to any termination abilities, which are detailed herein. The Base Rental shall only be the rental payment as defined in the Lease, and shall not include 'additional pass through' items such as operating expenses, management fees, real estate taxes or hazard insurance that fall outside of the base rental rate.
- (c) In the event there is an outside Broker, Tenant Representative or Consultant in the lease transaction, the NAIOP Million Dollar Club volume shall be the total lease value upon which the outside commission was based.
- (d) If a lease provides that either the landlord or the tenant, or both, may terminate the lease prior to the stated expiration date, the credit allowed shall be limited to the first date either (or both) parties have the right to terminate. If, however, the termination does not take effect, the Applicant may use the remaining firm term of the lease for credit in the year such right to terminate is not exercised. If a lease contains more than one option to terminate, each such period shall be treated in this same manner. For example: a tenant signs a lease of 10 years with an option to cancel at the end of the 5<sup>th</sup> year. The lease has a yearly rental of \$100,000.00; therefore, the credit that can be taken at the "Effective Credit Date" is \$500,000.00.
- (e) Industrial (flex) – flex should be industrial if the space leased contains functional dock doors.