

## 2017 CBA Achievement Awards | Online Submission Requirements

### Deal of the Year (Specify type of deal for each submission)

\*Sale or lease to end user as opposed to investor.

Investment Sale of the Year (Office, Industrial, Retail or Life Science)

Office Deal of the Year - Boston\*

Office Deal of the Year - Greater Cambridge\*

Office Deal of the Year - Suburban\*

Industrial Deal of the Year\*

Retail Deal of the Year\*

Life Science Deal of the Year\*

Most Creative Deal Under 100,000 Sq. ft - Best example of creative, ingenious brokerage in the overall market\*

Community Impact Award- A transaction having a positive impact on the community\*

### Required for all Submissions

Name of Transaction (exactly as it is to appear on your certificate)

Address of Transaction

Type of Transaction (Sale or Lease)

### For Sales Transactions include:

Sale Price: \$

Square Footage

Seller

Seller Representative (Company)

Seller Representative (Individuals)

Buyer

Buyer Representative (Company)

Buyer Representative (Individuals)

### For Lease Transactions include:

Square Footage

Landlord

Landlord Representative (Company)

Landlord Representative (Individuals)

Tenant Representative (Company)

Tenant Representative (Individuals)

### For all submissions, you will need to include:

Description of the scope of the transaction, in a manner that captures the essence of the transaction for the benefit of the awards committee; explain why the transaction is significant or unique. Please include length of lease term, number of parties involved, total consideration, total square footage, etc. (500 word limit)

### For all submissions, you will need to include:

Law Firm representing Seller/Landlord

Law Firm representing Buyer/Tenant

Architectural Firm

Project/Construction Management

General Contractor

Other

*Please indicate if any of the Collaborating Professionals are CBA members.*

***Do not include this checklist with the application. Document should be used to prepare for online submissions***