

ASVB AWARDS EXAMPLE SPREADSHEET

This year we have added an example spreadsheet showing how a spreadsheet should be filled out prior to submitting the spreadsheet to the ASVB Awards Committee. These are a few examples. If you have any questions about specific examples, please call Joe Moriarty at (408) 453-7480 or e-mail Joe Moriarty at joseph.moriarty@cbre.com.

1. At the top of the spreadsheet please fill in all of the requested information. For the line “Rookie” please just enter a Y if the broker is a rookie or a N if the broker is not a rookie.
2. In all cases when entering transactions, please enter the address, the city, the Lessor/Seller, the Lessee/Buyer and the date that the transaction was completed.
3. Under Representation Buyer/Seller, please enter a number from 1 to 3 from the Representation Code at the top of the Spreadsheet showing who you represented. The first example shows listing representation, the second example shows procuring representation and the third example shows representation of both.
4. Under Deal Type, please enter a number from 1 to 5 from the Deal Type Code at the top of the spreadsheet showing what type of deal it was. The first example shows a lease while the other examples show a sale. Please make sure to enter the proper code as it will affect the calculations for the awards.
5. Under Property Type please enter a number from 1 to 7 from the Property Type Code at the top of the spreadsheet showing what type of property it was. Please note that this year the rules have been changed from the past regarding property sales. The broker has a choice regarding if they want to nominate a sale transaction in the Investment category or in a Product category (i.e. an industrial property). This choice should be based on what the brokers business is. For example if a broker is an industrial broker and is part of a team that sells an industrial property from one investor to another the broker has a choice to enter this transaction in the industrial category or in the investment category. If a broker chooses to enter the transaction in a specific product type category then the property type entered should be the type of property that it is (i.e. office, industrial, R&D, retail). If the broker chooses to enter the transaction as an investment sale then the property type entered should be 5 for investments. The only difference in this rule is that if a property is a multi family property that is sold it should be entered as a 7 for multi family. Example 2 on the spreadsheet is a transaction that was entered in the industrial property category. Example 3 is a transaction entered in the investment category. Example 4 is a land parcel that was sold and example 5 is for the sale of a multi family property.
6. Under “List all Parties on Transaction” please list all parties that were involved in a transaction, which side they represented and what their portion of the total deal they represented. We need this information to cross check submissions and all information must be entered on the spreadsheet. Please note that the total participation for each transaction should add up to 100% with the total representing the landlord/seller at 50% and the total representing the tenant/buyer at 50%. It does not matter what people were paid on the deal. In all of these examples, Marty Mcfly represented the tenant and Tiger Woods and Elin Woods equally represented the landlord. Marty gets 50% of the transaction and both Tiger and Elin get 25% of the transaction. If a broker represents both sides of a transaction or if there is not a representative on the Lessor/Seller side of the transaction, the broker gets both sides of the transaction or 100% of the transaction.

7. Under “Agent’s % of Participation” please enter what percent of the transaction the agent had. Please enter this as a whole number – the spreadsheet will automatically change it to a percentage. This should match the agents % of participation in the column to the left where all agents involved in the transaction were listed.
8. Under “Total Size” – please enter the size in square feet of the transaction. Please enter this without any coma’s or decimals (the spreadsheet will automatically format the entry). Please note that land needs to be entered in square feet not acres and multi family needs to be entered in square feet not units.
9. Under “Total Consideration” – please enter the total consideration of the lease or the sale. Please enter this as a whole number with no \$ signs or coma’s. You can use periods if you want to take the consideration to the cents. The spreadsheet will automatically format the entry.

Some common problems that we find with spreadsheets are:

1. Deal Type codes and property type codes are entered improperly. Please see the definition of office in the awards procedure as each house has a different definition of what constitutes office space versus R&D space.
2. In the “List all Parties on Transaction” section, people either leave this blank, do not include all of the parties with their percentages or refer to a separate spreadsheet listing the parties. This year this section must be filled out fully and properly or the submission will be rejected.
3. In the 3 sections titled “Agent’s % of Participation”, “Total Size” and “Total Consideration”, people do not enter whole numbers but rather decimals for % of participation, add coma’s when entering size and consideration. In addition, we have had numerous submissions in the past where people added the letters sf after each deal size and added \$ signs in consideration. Please just enter a whole numbers.
 - For 25% in Agent’s Participation enter 25
 - For 100,000 sf in Total Size enter 100000
 - For \$3,000,000 in Total Consideration enter 3000000