



December 22, 2020

Dear Manager:

Attached are the documents required to nominate members of your firm who you would like to be recognized for their activity in 2020 at the upcoming ASVB Awards Banquet. The nomination forms need to be completed in Excel or Word and emailed to Joseph.Moriarty@cbre.com. Other submission requirements apply and are outlined in the instructions. The forms will be emailed to you. The instructions are self-explanatory. If you have any questions or problems with the forms, please call Joe Moriarty at (408) 453-7480.

Only transactions that occurred in "Silicon Valley" will be allowed. Silicon Valley is defined as Santa Clara County, the cities of Fremont, Newark, Menlo Park, Redwood City, San Carlos, Belmont and all properties south of Highway 92, and certain parts of San Mateo north of Highway 92 (see map included in package).

Any property sale may be entered in either the product type category (i.e. office, industrial, R&D, etc) or may be entered as an investment sale. The decision as to which category a property sale should be entered in is up to the individual broker.

Please remember that the multiple category is also used to select the Top 25 Agents to be published in the Business Journal. Please keep this in mind when you submit your top brokers.

All nominations must be reviewed by the nominee's manager who will attest to its accuracy by personally emailing the spreadsheet submission to Joseph.Moriarty@cbre.com. We will be sending information shortly regarding the developer/owner of the year award. Please be on the lookout for that.

Late applications have resulted in major difficulties in processing the awards in the past. The Board of Directors has resolved that no nominations will be accepted after the date listed below. Late or improperly completed nominations will not be accepted.

To submit a nomination form:

1. Email the following to the Nomination Committee at Joseph.Moriarty@cbre.com.
 - a. Completed Nomination Coversheet.
 - b. Completed Excel Spreadsheet.
 - c. An electronic color photo of the nominee (JPG file)
2. **Completed nominations must be received by 5:00 PM, Thursday, January 28, 2021.**

Thank you,
ASVB Awards Committee

P. O. Box 9458, San Jose, CA 95157