

**BOYA in 2025**  
**RULES AND REGULATIONS GOVERNING THE NOMINATION SUBMISSION  
AND SELECTION OF WINNERS**

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**ACRE'S SACRAMENTO COMMERCIAL REAL ESTATE  
ANNUAL BROKER OF THE YEAR AWARDS (BOYA)**

**BOYA EVENT DATE: MAY 8, 2025 | Sacramento, CA**

**BOYA FORMS OFFICIAL DEADLINE CLOSURE: February 18, 2025 @ 5 PM SHARP**  
**~ All late submissions will be rejected ~**

The following are the Rules and Regulations for the Association of Commercial Real Estate ("ACRE") Sacramento's Annual Commercial Real Estate Broker of the Year Awards ("BOYA").

These Rules govern the completion of the Nomination Form used to submit each Candidate for an award.

The Candidate's submission of a Nomination Form, or the submission of a Nomination Form on behalf of the Candidate with the Candidate's tacit or express permission, constitutes the Candidate's agreement to be bound by these Rules and any revisions or amendments hereto made by the ACRE from time to time in its sole discretion.

**REQUIRED ELECTRONIC SUBMISSION DOCUMENTS CHECK-LIST:**

**ALL ITEMS LISTED HERE BELOW MUST BE INDIVIDUALLY LABELED WITH CANDIDATE FIRST NAME, LAST NAME, BROKERAGE NAME TO AVOID BEING REJECTED:**

- 1)** Nomination Form filled in completely in PDF format, labeled with Candidate First Name, Last Name and Brokerage Name or your form will be rejected.
- 2)** Digital Professional high resolution color photo (JPEG, min 300 dpi) labeled with Candidate First Name, Last Name and Brokerage Name.
- 3)** Commission Report or spreadsheet prepared by brokerage house substantiating receipt of gross commissions labeled with Candidate First Name, Last Name and Brokerage Name.

**ELIBILITY REQUIREMENTS FOR SUBMISSIONS:**

1. **Eligibility Requirements for all Candidates Submitting.** Each Candidate must:
  - a. **ACRE Membership.** You must be a current paid in full ACRE Member in order to have your BOYA submission accepted. *If you do not have a valid membership in place prior to your BOYA submission it will be rejected.*

You may renew your ACRE membership online at ACRE ([www.acre.org](http://www.acre.org)) or you may join as a new member online. Renewal cost: \$195 annually; New Membership cost: \$195  
Membership status will be verified by ACRE administration;

b. **Current Real Estate License.** Have a current California commercial real estate license with no restrictions;

c. **90% of Time in Real Estate Brokerage Business.** Devote a minimum of 90% of working time to the commercial real estate brokerage business (managers of brokerage houses are, therefore, eligible so long as they (i) are actually involved in the transactions that they list on the Nomination Forms, and (ii) meet the other eligibility requirements set forth in these Rules); and

d. **Principal Place of Business.** Have a principal place of business and be personally located in the greater Sacramento area (that is, Sacramento, Placer, Yolo, Yuba, Sutter or El Dorado Counties). Note, however, that the transactions disclosed on the Nomination Forms need not have occurred in the greater Sacramento area (i.e., so long as the Candidate is based in the greater Sacramento area, transactions that occur elsewhere are eligible).

## 2. **Nomination Process.**

a. **Nomination by Broker Manager; Independent Candidates.** Candidates must be nominated by the Manager of the commercial brokerage company for which the Candidate works; independent Candidates may nominate themselves.

b. **Required Email Forms & Photo Submission:** Due to the high volume of Nomination Forms submitted, ACRE reserves the right to disqualify any Candidate who submits a Nomination Form that: (i) is not legible when printed, (ii) contains errors in mathematical computation, or (iii) is not submitted in accordance with this Section. In order to allow Candidates to type in their information (rather than handwrite), the Nomination Form will be emailed via the ACRE E-System to all brokers in ACRE's current database and can also be requested via email from ACRE. Following completion, the Nomination Form must be scanned as a PDF and emailed in accordance with this Section.

### **Required Email Forms & Photo Procedure:**

- All Nomination Forms must be in PDF format and submitted electronically. Subject Line in Email must have the Candidate First & Last Name AND Brokerage House Name. Email by the deadline to: [BOYAapplications@gmail.com](mailto:BOYAapplications@gmail.com)
- A professional high-res quality (300 dpi) color digital photo of the Candidate, in JPEG or PNG format, must be submitted electronically with the Nomination Form directly to: [BOYAapplications@gmail.com](mailto:BOYAapplications@gmail.com)

c. **Certification of Accuracy.** The Nomination Form must be reviewed and certified as accurate by the Candidate. If the Candidate works for a brokerage company: (i) the Nomination Form must be reviewed and certified as accurate by the company's manager, and (ii) any questions or comments regarding the Nomination Form or the BOYA process must be submitted to ACRE by the company's Manager (ACRE is under no obligation to respond to inquiries from Individual Candidates).

d. **Change of Brokerage Company.** If the Candidate works for more than one Brokerage Company during the year, the Candidate's Manager at the time that any given Gross Commissions were collected must certify the Nomination Form as to those transactions. In addition, if the Candidate works for more than one brokerage company during the year, ALL Managers required to certify a Nomination Form must agree on which brokerage company will be identified with the Candidate; ACRE will not be responsible for settling any disputes which may arise between the managers with respect to the brokerage company to be identified with the Candidate.

e. **Additional Supporting Documentation Information in Nomination Form.** Supporting documentation (booking sheets, vouchers, or other reasonable proof of receipt of the Gross Commissions) MUST accompany the Nomination Form and must have the Candidates First & Last Name AND the Brokerage House listed on the documents provided.

f. **Brokers' Choice Nomination Submission.** Nomination of a Broker for the "Broker's Choice" Award is required and it is a part of the Nomination Form. Brokers may NOT nominate themselves. Candidates who are not competing in BOYA may not submit a Brokers' Choice Ballot.

The "Brokers' Choice" award is a separate award that is designed to recognize the broker who, in the opinion of his/her peers:

- i. Exemplifies good brokerage practices;
- ii. Conducts himself or herself in a professional and honest manner; and
- iii. Is enjoyable to do a deal with.

The candidate receiving the most valid Ballots will be the winner. However, the results of this balloting process are inconclusive (such as, for example, no single candidate receives more than a handful of votes), ACRE reserves the right to use an alternative method (such as a run-off) to select the winner of the "Brokers' Choice" Award. ACRE will disregard any Brokers' Choice entries that are not submitted by BOYA Candidates. Additionally, ACRE reserves the right to verify the information in the nomination forms, without the prior consent of the candidate or nominator.

### 3. **Award Categories**

a. **Categories.** A total of fifteen (15) awards will be given. One award will be given in each of the following categories (individually, a "Category"):

- Industrial & NextGEN Industrial
- Office & NextGEN Office
- Retail & NextGEN Retail
- Investment & NextGEN Investment (non multi-family)
- Land & NextGEN Land
- Multi-Family & NextGEN Multi-Family

Rookie of the Year  
Broker's Choice  
Broker of the Year

b. **Category Must be Identified.** The Nomination Form must indicate the Category in which the Candidate will compete. Each Candidate may compete in only one Category (excluding Rookie of the Year, Broker of the Year and Brokers' Choice). All Gross Commissions can be included, even those outside the Candidate's Category, so long as at least 75% of the Gross Commissions are attributable to transactions in the Candidate's Category. For example, a Candidate competing in the Industrial Category will be permitted to have Gross Commissions attributable to *non-industrial* transactions in an amount not to exceed 25% of the Candidate's total Gross Commissions.

Examples of transactions that would be properly considered as being within the Candidate's specialty Category include, but are not necessarily limited to:

- i. The sale or lease of an office building (or land zoned for office use) by an office broker;
- ii. The sale or lease of an industrial property (or land zoned for industrial use) by an industrial broker;
- iii. The sale or lease of a retail property (or land zoned for retail use) by a retail broker;
- iv. The sale of any type of commercial property (but excluding multi-family, which is a separate Category, and land) by an investment specialist;
- v. The sale of any type land by a land specialist; and
- vi. The sale or lease of a multi-family property by a multi-family specialist.

In the case of a sale of a mixed use property (e.g., a business park with industrial and office components), the Candidate may consider the transaction as being within his or her specialty so long as at least 30% of the project's square footage is devoted to a use that is within the Candidate's specialty.

c. **The following transactions cannot be included in the Nomination Form:**

- i. Loans; and
- ii. Transactions in which the Candidate was a principal and prior to the consummation of the transaction, the Candidate's interest in the property exceeded 10% of the value of that property.

d. **Maximum of Ten Candidates in a Category.** If more than ten Candidates are nominated in any single Category, the number of Finalists in that Category shall be limited to no more than ten, based solely on Gross Commissions.

e. **Gross Commission Minimum Requirement.** A Candidate will be included as a Category Finalist (up to a maximum of ten Finalists per Category) if the Candidate's Gross Commissions are at least the lesser of: (i) 50% of the Gross Commission of the highest earner Candidate within that Category, or (ii) \$250,000.00. Irrespective of this rule, there shall in all events be at least three Finalists in each Category.

f. **Next Gen Categories.** The Next Gen Categories were established in 2022. They seek Candidates who are in their first 10 years in the commercial real estate brokerage field as a licensed agent whose compensation is entirely based on commissions. A Candidate may choose to submit for the Next Gen category for a product type or submit for the general category of a product type, but not both. The general rules set forth herein regarding the determination of Gross Commissions and Minimum Requirements will apply to the Next Gen Categories.

g. **Rookie of the Year.** If you are submitting for “Rookie of the Year” category you must check box in Section III of the submission form. Failure to check this box on the submission form will cause your name to not be entered for this category. This Category honors the Candidate who entered the commercial real estate brokerage field as a licensed agent whose compensation was entirely based on commissions for the first time after **January 1, 2022** (the date of such entry is hereinafter referred to as the “**Eligibility Date**”). The Candidate need not be new to the working world but must not have worked full-time in the commercial real estate industry for more than three years as of **December 31, 2024**, and not have previously competed in the Rookie of the Year category. Any agent whose compensation is a salary or a salary that is a draw against future commissions (such as might be the case of a runner), would not have an Eligibility Date until such time as he or she is entirely commission-based. The winner will be the Candidate with the highest Gross Commissions in the calendar year **2024**. Any potential Candidate whose Eligibility Date is later than **January 1, 2023** may elect to compete in BOYA (held in **2025**), or wait to compete in BOYA (held in **2026**). For example, a Candidate whose Eligibility Date is **February 1, 2024**, could compete in BOYA (held in **2025**) using calendar year **2024** Gross Commissions, or compete in BOYA (held in **2026**) using calendar year **2025** Gross Commissions). Unlike other Categories, the Rookie of the Year Candidates may include all transactions, irrespective of their product type (i.e., industrial, office, retail, investment, land, or multi-family).

4. **Determination of Category Winners.** The Candidate with the greatest Gross Commissions in each Category will be the winner for that Category; provided, however, that the ACRE reserves the right, in its sole discretion, to disqualify any Candidate whose participation in BOYA would be detrimental to ACRE or to BOYA. The Broker of the Year is the Candidate with the highest overall Gross Commissions.

5. **Gross Commissions.** Candidates shall be judged based on “**Gross Commissions**,” which shall be the total commission dollars the Candidate **actually collected**, with no deduction for the brokerage house's split, but adjusted to exclude: (i) any commission earned by a salaried employee acting in an agent's capacity; (ii) any commission split allocated to brokers or agents within the Candidate's brokerage house, and (iii) any bonuses. Gross Commissions shall not be reduced by any payments made by the Candidate to the Candidate's employees that came out

of Candidate's taxable income (in other words, what the Candidate does with his or her taxable income has no bearing on the calculation of Gross Commissions).

6. **Publication.** As evidenced by their submission of a completed Nomination Form, each Candidate is deemed to acknowledge and agree that, if such Candidate is a Finalist, ACRE may share the information contained within the Nomination Forms and other information submitted by the Candidate with The Sacramento Business Journal or any other media publication, for use in that organization's publications. Only the rank of Finalists relative to other Finalists within each Category will be published; Gross Commission amounts will not be published. *ACRE shall have no liability whatsoever for any errors, omissions or editorial decisions made in such publications.*

7. **Effect of Confidentiality Agreements.** In situations where the Candidate is unable to provide all of the information required by the Nomination Form as to a particular transaction due to confidentiality or nondisclosure agreements, the names of the parties to the transaction need not be disclosed; however, the Candidate must provide as much relevant information as is permitted under those agreements, and in any event, information regarding the Gross Commissions must be completed in order for the Nomination Form to be valid, and the Nomination Form must state that the reason that the parties are not named is because of a confidentiality agreement.

8. **Verification; Errors in Nomination Form.**

a. **Verification of Information.** ACRE has the right, but not the obligation, to verify the information in the Nomination Forms, without the prior consent of the Candidate. The Candidate acknowledges and agrees that: (i) ACRE does not have the resources to verify all Nomination Forms, and (ii) the Nomination Forms submitted by any Candidate may contain inaccurate, misleading, or incomplete information. In no event shall ACRE (or any Officer, Director, Executive Director, Member or other Representative thereof) have any liability of any kind whatsoever to any Candidate as a result of their participation in the BOYA nomination and winner-selection process.

b. **Errors in Nomination Form.** ACRE has no responsibility to determine or correct errors in the Nomination Forms. Each Candidate is ultimately responsible for ensuring that the information contained in the Nomination Form is correct, complete and submitted on time. By their submission of a completed Nomination Form, each Candidate is deemed to acknowledge and agree that any errors within a Nomination Form, or the failure to timely submit a Nomination Form, may result in his or her disqualification as a Candidate, in ACRE's sole and absolute discretion.

9. **Official Deadline for Submission of Nomination Forms.** Completed Nomination Forms in PDF format are to be sent to: ACRE at [BOYAapplications@gmail.com](mailto:BOYAapplications@gmail.com) and **must be received electronically by 5 pm SHARP, FEBRUARY 18, 2025**. All BOYA Nominations forms received *after* the official deadline listed here will not be accepted.

**All BOYA items submitted electronically MUST be labeled with the Candidate First Name, Last Name AND Brokerage Name (PDF Submission Form, Photo and Spreadsheet).**

10. **Award Presentation & Attendance at BOYA.** You must either purchase an individual ticket to attend BOYA via the ACRE events registration e-system or be invited to sit at a company table purchased by your company or someone's company that you are invited to sit at. The awards will be presented at the BOYA event held on May 8, 2025 at 5 pm.

11. **ACRE's "Broker Mid-Year" Update.** ACRE reserves the right to reach out if needed to the BOYA finalists via email to extend an invitation to participate as a speaker presenter in ACRE's "Broker's Mid-Year Update" breakfast when the breakfast event date and location are determined by ACRE.

12. **Questions on BOYA Submission? Email ACRE Executive Director.** Any questions should be sent via electronic mail to ACRE Executive Director, Debbie Uhrenholt, at [debbieuhrenholt@comcast.net](mailto:debbieuhrenholt@comcast.net). In your Subject Line state "BOYA Submission Question".