



Real Estate
TRAINING GROUP

*Celebrate
Success*

**2018 AWARDS
SUBMISSION ENTRY PACK**

About the Awards

The Real Estate Training Group is pleased to announce its inaugural "Celebrate Success" Awards, recognizing the Property Management industry's top performers across Australia and New Zealand.

These awards have been designed to celebrate the success of an individual or your entire property management team. They aim to encourage and promote excellence on an International level.

The awards will recognise the very best in the industry, across the below categories. The process is transparent and measurable and includes the insights and opinions of a team of judges, ensuring the awards are fair, accurate and unbiased.

Winners and finalists will be announced for each category following the "Refresh. Renew. Refocus." Conference in each state. The winners will have the opportunity to promote their win through advertising and marketing material provided by RETG for a period of 12 months.

Award Categories

- BDM of the Year – QLD, NSW, VIC, NZ & WA
- Property Manager of the Year – QLD, NSW, VIC, NZ & WA
- BDM Rookie of the Year – QLD, NSW, VIC, NZ & WA
- Property Management Office of the Year – QLD, NSW, VIC, NZ & WA

Conditions of Entry

To be eligible to enter the RETG "Celebrate Success" Awards you will be required to meet the following conditions of entry:

1. Entrants must complete a written submission for the category of Award being entered
2. Entrants must sign and complete in full the Nomination Form of Award being entered
3. Entrants must be present at the "Celebrate Success" Cocktail/network party straight after the training day from 5pm
4. Entrants wishing to submit for multiple categories must complete separate submissions
5. Entrants must address only the criteria set out in the Award Submission and must not exceed maximum word count specified
6. Entrants must present the Award submission in Arial single line spacing 12 point font, printed single sided on A4 and must be bound
7. Entrants must not include any supporting documentation unless it has been referenced in the submission
8. Judges decision will be final
9. Entries must be received via post to PO Box 107 Hervey Bay QLD 4655 or can be emailed to tara@retgevents.com.au. QLD entries due by Monday 29th January, NSW due by Monday 5th February, VIC due by 12th February, WA due by 26th February, NZ due by 19th February.

Judging Process

- Judges will assess the entrants' submission against the criteria for their particular Award
- Entrants will be judged against the Award criteria only
- Entrants must not contact any of the judges to discuss the judging process
- The judges decisions are final
- Submissions will be delivered to a panel of respected industry professionals and business leaders who will assess each submission

Confidentiality

Please note that all submissions are treated in the strictest confidence and only viewed by the Real Estate Training Group judging panel. Following the conclusion of the awards, all materials will be destroyed.

Business Development Manager of the Year

This award recognises the BDM who improves the Agencies market position and achieves organic growth of a property management business.

The BDM of the Year not only ensures client retention but more importantly nurtures growth of the agency's rent roll through strategic planning and goals, building key customer relationships, identifying new business opportunities, negotiating and closing deals and maintaining extensive knowledge of the current market conditions through effective marketing.

Eligibility

This is an individual award and is open to all BDM's that have been employed in this role for 12 consecutive months and is based on the period from 1 January 2017 - 31 December 2017.

Submission Requirements

- A) Complete the nomination form for the category
- B) Provide full business figures from January 2017 – 31st December 2017. This means anywhere throughout your submission where you have stated a financial increase we will need to see proof in way of trust account reporting or a signed disclaimer from the Director of the company.
- C) The entrant must submit a detailed submission that answers / addresses the points below (must not exceed 2,000 words):
 1. Highlight how you have structured your BDM role and activities to attract new listings and encourage business growth.
 2. Provide 3 marketing material examples that have assisted in driving new listings plus ensuring retention.
 3. Provide a copy of your Growth Plan for the past 12 months and explain how this plan impacted on business growth.
 4. Provide case studies or examples that showcase how you cater for the needs of clients and how that influences business success.

Business Development Manager of the Year - Rookie

This award recognises the BDM who improves the Agencies market position and achieves organic growth of a property management business.

The BDM of the Year not only ensures client retention but more importantly nurtures growth of the agency's rent roll through strategic planning and goals, building key customer relationships, identifying new business opportunities, negotiating and closing deals and maintaining extensive knowledge of the current market conditions through effective marketing.

Eligibility

This is an individual award and is open to all BDM's that have been employed with their Agency for 12 consecutive months and in the industry for less than 18 months and is based on the period from 1 January 2017 - 31 December 2017.

Submission Requirements

- A) Complete the nomination form for the category
- B) Provide full business figures from January 2017 – 31st December 2017. This means anywhere throughout your submission where you have stated a financial increase we will need to see proof in way of trust account reporting or a signed disclaimer from the Director of the company.
- C) The entrant must submit a detailed submission that answers / addresses the points below (must not exceed 2,000 words):
 1. Highlight how you have structured your BDM role and activities to attract new listings and encourage business growth.
 2. Provide 3 marketing material examples that have assisted in driving new listings plus ensuring retention.
 3. Provide a copy of your Growth Plan for the past 12 months and explain how this plan impacted on business growth.
 4. Provide case studies or examples that showcase how you cater for the needs of clients and how that influences business success.

Property Manager of the Year

This award recognises the Property Manager who has retained strong relationships with their landlords and tenants whilst implementing Best Practice processes.

The Property Manager of the Year will follow stringent state-based legislation and constant industry developments to actively keep up with current practice standards to ensure accurate client servicing whilst maintaining business revenue.

Eligibility

This is an individual award and is open to all Property Managers that have been employed with their Agency for 12 consecutive months and practising as a Property Manager for more than 2 years. Entrant must not be a Principal or Licensee unless the entrant is a fulltime Property Manager.

Submission Requirements

- A) Complete the nomination form for the category
 - B) Provide full business figures from January 2017 – 31st December 2017. This means anywhere throughout your submission where you have stated a financial increase we will need to see proof in way of trust account reporting or a signed disclaimer from the Director of the company.
 - C) The entrant must submit a detailed submission that answers / addresses the points below (must not exceed 2,000 words):
 1. Highlight how you have structured your Property Management role and how you have created a winning property management experience for clients and customers.
 2. Describe your greatest achievement as a Property Manager and how that had a positive outcome on the Agency where you work.
 3. What professional development have you undertaken over the past 12 months and what strategies have you implemented in order to achieve your career goals.
 4. Provide case studies or examples that showcase how you cater for the needs of clients and how that influences business success.
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Property Management Office of the Year

This award recognises the Property Management Office who has retained strong relationships with their landlords and tenants whilst implementing Best Practice processes.

The Property Management Office of the Year will follow stringent state-based legislation and constant industry developments to actively keep up with current practice standards to ensure accurate client servicing whilst maintaining business revenue.

Eligibility

This is an office award and is open to all Property Management Business that have been operating for more than 2 years. This Award will be based on business figures (including but not limited to rental volumes, rent roll size and growth, staff effectiveness and support mechanisms) plus the written submission

Submission Requirements

- A) Complete the nomination form for the category
- B) Provide full business figures from January 2017 – 31st December 2017. This means anywhere throughout your submission where you have stated a financial increase we will need to see proof in way of trust account reporting or a signed disclaimer from the Director of the company.
- C) The entrant must submit a detailed submission that answers / addresses the points below (must not exceed 2,000 words):
 1. Highlight the Agencies key tactics in growing the business, overcoming the competition, gaining market share and being able to manage more properties.
 2. Describe your unique selling point or points of differences that have enabled growth of the department over the last 12 months.
 3. Provide a sample of your Business Plan and highlight the key areas of this plan that you have successfully implemented over the last 12 months.
 4. Provide case studies or examples that showcase how your agency displayed outstanding customer service to both landlords and tenants.
 5. Describe the key activities your agency undertook to develop employees to ensure they reach their full potential.



Real Estate

TRAINING GROUP

Nomination Form for "Celebrate Success" 2018

I would like to nominate for (please tick and use one form for each submission)

Individual Awards

BDM of the year

BDM Rookie of the Year

Property Manager of the Year

Office Awards

Property Management Office of the Year

Name _____

Office _____

Phone _____

Email _____

These awards are subjective awards and are awarded based on submissions received, which outline what the individual or office has achieved during the awards period.

We ask all nominees' to answer this important question. Why do you think you should win this award?

To be considered for this award a submission should accompany this completed form, which showcases how some or all of the criteria has been met by you or your office.

Please ensure submissions are received by the due date to enable you to be considered.

Best of luck!

Closing Date for submissions

QLD entries due by **Monday 29th January**, NSW due by **Monday 5th February**, VIC due by **Monday 12th February**, WA due by **Monday 26th February**, NZ due by **Monday 19th February**.

Please forward submissions to - PO Box 107 Hervey Bay QLD 4655, tara@retgevents.com.au