

HAWAII COMMERCIAL PROPERTY OF THE YEAR AWARD



Deadline: September 5, 2025

Hawaii Commercial Property of the Year Award

This award recognizes excellence in the management of commercial properties, including office buildings, retail centers, industrial, and mixed-use facilities. All aspects of a property's operations will be evaluated, including tenant relations programs, sustainability initiatives, emergency preparedness procedures, continuing education for on-site personnel, and overall quality of service.

Any commercial property of any size located within the state of Hawaii is eligible to apply for the Commercial Property of the Year Award, provided it meets the eligibility criteria. Entries will be categorized based on type:

- Office
- Retail
- Industrial
- Mixed Use

Eligibility Requirements:

- The property must be managed by an CPM®, CPM® Candidate, ACoM Member, or AMO® Firm
 - *if the property is managed by an AMO® Firm, the Manager/Property Manager must hold an active IREM Certification.*
- Member must be in good standing and must be current with IREM® (Institute of Real Estate Management) National and Chapter dues.
- Property must not have won the award with the same manager in the past 5 years.
- Property must be at least 2 years old from the date of occupancy of the first tenant by the application submittal date.
- At least 70% of the building space must be used as commercial property.
- Each property may enter in only one category.
- A \$150 entry fee must accompany each submission. Payments can be made via check or credit card.
 - [Submit payment electronically through link](#)

Deadlines & Submission Instructions:

- Applications must be submitted by **September 5, 2025 (by 11:59pm)**
- Must submit either in person (hardcopy) or emailed in a 1 document PDF
- All submissions are subject to an on site inspection and interview
- Entry fee must be received with or before submission
- Winners will be announced at the IREM® Hawaii Chapter Annual Awards & Installations Gala

Application and supporting materials must be delivered or received by September 5, 2025 at 11:59p

In Person Submittal:

- Application and supporting documents should be printed and submitted in a folder or binder with applicant's name and category clearly printed on the cover
- Your submission will be returned after the Awards Gala. Please make a note how you'll be submitting payment for the application fee.

Drop Off Info :

Davie Felipe, ARM®
ARM Committee Chair
Davie@vpwardvillage.org

Victoria Place
1100 Ala Moana Blvd.
Honolulu, HI 96814
Phone: 808-582-1100

Submit Via Email:

- All files must be combined into 1 PDF file.
- Subject Line: "Commercial Property of the Year Submission – [Property Name]"

Email to:

Lauren Kagimoto
Executive Director
iremhawaii@gmail.com
(808) 940-9565

Application Fee:

Check:

Made out to: "IREM Hawaii Chapter"

Mail to:
IREM Hawaii Chapter
Attn: Michelle Wong
975 Kapiolani Blvd, 2nd Floor
Honolulu, HI 96814

Credit Card:

3% Service Fee Added

[Submit Payment Via Link Here](#)

PROPERTY & APPLICANT INFORMATION

Category:

Office

Retail

Industrial

Mixed Use

Property Name:

Property Address:

City / Zip Code:

Square Footage:

Year Opened:

Property Type:

Number of Tenants / Units:

Management Company:

AMO®:

Yes

No

Onsite Manager Name:

Name of Person Holding IREM Certification:

IREM Certification:

CPM®

CPM® Candidate

ACoM

Contact Phone:

Contact Email:

Name of Person Submitting Application:

Contact Email & Phone:

PROPERTY OVERVIEW

Briefly describe the property, its size, use, tenant mix, and key features:

MANAGEMENT & ADMINISTRATIVE OPERATIONS

Describe day-to-day operations including lease admin, budgeting, tenant communication, and vendor oversight:

MANAGEMENT & ADMINISTRATIVE OPERATIONS

Include info on maintenance programs, capital improvements, and emergency preparedness:

TENANT RELATIONS & CUSTOMER SERVICE

Describe tenant engagement strategies, services, and examples of excellent service:

COMMUNITY & ENVIRONMENTAL IMPACT

Detail involvement in local community, green initiatives, and sustainable practices:

INNOVATIONS & IMPROVEMENTS

Highlight unique features, technologies, and creative problem-solving examples:

PHOTO SUBMISSION

**Attach 5–10 high-quality images with captions
at the end of this PDF**

SIGNATURE

Print Name:

Signature:

Date: