

HOSPITALITY ASSET MANAGERS ASSOCIATION
MEMBERSHIP APPLICATION

Name: _____

Title: _____

Company: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Date of Completion: _____

General Information

How were you made aware of HAMA?

Were you previously a member of HAMA? Yes / No

If so, when and what were your reasons for lapsing your membership?

Employment History – Please attach a professional resume of your complete work experience, including your current position.

Current Position –

Employer: _____

Start Date: _____

Primary Responsibilities: _____

1. Is property-level Asset Management your primary responsibility? Yes / No

2. What percentage of your time is spent on asset management responsibilities? _____%

3. Does your employer own hotels? Yes / No
 If yes, how many? _____

4. Does your employer operate hotels? Yes / No
 If yes, how many? _____

5. Do you have any responsibilities with respect to managing/operating any hotels? Yes / No
 If yes, please describe: _____

6. Do you provide third-party asset management services to hotel owners? Yes / No

7. Does your employer primarily provide debt for hotel properties? Yes / No

8. Do you review and approve each of your hotels' annual budgets and capital plans? Yes / No

9. Do you have fiduciary responsibility and decision-making authority for the hotels you asset manage? Yes / No

10. How many times per year, on average, do you visit each hotel in your portfolio? _____

Hospitality Industry Experience

Total years in hospitality industry: _____ years

Please indicate which of the following areas of the hospitality industry you have worked and approximate length of time in each area:

Asset Management	___ years	Restaurant/Foodservice Operations	___ years
Hospitality Operations	___	Hospitality Brokerage	___
Franchise Development/Sales	___	Commercial Real Estate Management	___
Franchise Administration	___	Commercial Real Estate Development	___
Hospitality Development	___	Commercial Real Estate Consulting/ Appraisal	___
Hospitality Consulting/Appraisal	___		
Investment/Mortgage Banking	___	Commercial Real Estate Brokerage	___
Other: _____	___	Commercial Mortgage Lending	___

Education/Professional Education:

<u>University/Affiliation/Sponsor</u>	<u>Date</u>	<u>Degree/Topic/Certification</u>
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Other Professional Organization Memberships:

List of Hotels that You have Specific Asset Management Responsibility For

This list should not reflect all of the hotels owned by/asset managed by your company; it is specific to your responsibilities

<u>Hotel Name</u>	<u>City</u>	<u>State</u>	<u># of Rms.</u>	<u>Owner</u>	<u>Manager</u>	<u>Franchisor</u>	<u>Avg. # Times You Visit/Yr.</u>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

Membership Requirements

- A member who fills the fundamental criteria of a practicing hotel asset manager may be self-employed or employed by any company with ownership interest in hotel real estate, including those companies involved in hotel management, hotel franchising, or operating a hotel brand.
- A member must be primarily involved in hotel lodging asset management activity.
- A member must have authority and independence to make decisions in the best interest of the ownership of the asset.
- The number of members from one company is limited to 10%. The current membership is 200 therefore the limit is 20 members.
- A member must attend three meetings in three years.
- HAMA Board of Directors reserves the right for membership admittance in accordance with the HAMA By-Laws. Certain exceptions are made for members of academia.
- A member must have a minimum of 2 years of experience in the practice of asset management as outlined above.
- Regular visitation to asset managed hotel(s) is required.
- A member must have direct oversight and fiduciary responsibility for individual asset(s).
- A member must have approval authority over budgets and capital expenditures

Candidate Certification

I affirm that the above information is true and correct to the best of my knowledge and I qualify for membership in accordance with the HAMA By-Laws and membership criteria.

Applicant Signature:

Date: _____

Please attach one of your business cards here.

Checklist of Membership Requirements: You must be able to answer “YES” to all below requirements for your application to be accepted and reviewed.

Property-specific hotel asset management has been my primary job responsibility for at least two years. Yes / No

I have attended a HAMA meeting as a guest Yes / No

Date and Location of meeting: _____

I am sponsored for membership by a HAMA member in good standing. Yes / No

Sponsor's Name: _____

Current business card	Yes / No
Professional resume of work history	Yes / No
List of hotels for which <u><i>you specifically have primary asset management responsibility</i></u>	Yes / No
Sponsor letter	Yes / No
Sponsor Name: _____	
\$375 Application Fee	Yes / No

Other Application Requirements

- There is a **\$375.00** non-refundable application processing fee. Please make your check payable to the Hospitality Asset Managers Association and include with your application.
- Prior to acceptance as a Member, you must attend one HAMA meeting as a candidate. Please contact Stephanie Roy to make arrangements, sroy@hamagroup.org or (781) 544-7330.
- Within 2 weeks of submitting your application and attending a meeting as a candidate, you will receive notification of the status of your application.
- Annual dues are \$775.00 for individuals. Upon the acceptance of your membership, HAMA will invoice you for your annual membership dues.

Process to Submit Application

- We suggest you submit your application before February 1st or August 1st in order that the Board may review your application at either the Spring or Fall meeting, respectively.
- Please submit your application and processing fee to your sponsor.
- Email Stephanie Roy (sroy@hamagroup.org) with the name of your sponsor and the date when the application was sent.
- It is your responsibility to follow up with your sponsor to make sure the application and recommendation letter was sent.

Sponsor Responsibility

Sponsor must be a member in good standing. Sponsor must attach the letter of recommendation to the application and send the complete application (including candidate’s processing fee) to:

HAMA
P. O. Box 381
N. Scituate, MA 02060

The letter of recommendation should include at a minimum:

- 1) how well you know the candidate, and
- 2) whether you believe the candidate would contribute to the goals and objectives of HAMA.

HAMA Sponsor:

____ I believe the candidate fulfills all the membership requirements.

____ I believe the candidate fulfills some of the requirements but not sure the candidate fulfills all the requirements. (Comment on the requirement(s) that you are unsure the candidate fulfills so the Board of Directors can clarify).

____ I believe the candidate does not fulfill the membership requirements.

Sponsor Signature:

Signature

Date