



Certified Commercial Investment Member – New Mexico

Property Submission Guidelines for Deal Making Session

It is the CCIM Board's goal to have the Deal Making Sessions completed by 9:00 a.m. In order to achieve this and keep sessions informative while maximizing the number of properties presented, the Board has adopted the following submission guidelines. Please help us follow them.

- Up to 10 properties per session
- 3 minute maximum presentation time
- 6 slide/page maximum per presentation format
- 2.5 minute video is permissible; must be uploaded to YouTube or sent in .mp4, .m4v or .mov format
- Presenter must narrate video; any audio in the video may not be used in place of presentation
- Reservation and submission of slides/pages by the Wednesday prior to the session, no later than 1:00 p.m.

The presentation slots will be filled based on number of submissions received. CCIM Designees will have access to the available slots over non-designees. In order to have a slot assigned to you, we must have your presentation in hand when you submit.

An improving economy means more listings and, subsequently, more presentations; therefore, the deadline of **1:00 p.m. the Wednesday before the Deal Making Session** will be a hard and fast rule, with exceptions made only under the most extraordinary of circumstances.

If you have a property you would like to present, please send your PowerPoint slides, PDFs or video, reserving your spot, to ccimchapter@carnm.com.

Presentation No Show

If an individual misses a presentation without 24 hour notice or a valid emergency (at the discretion of the President), the individual shall be put on a three meeting probation, with no presentations permitted during the probation. If an individual incurs a second offense, the individual shall be put on a six-meeting probation, with no presentations permitted during the probation. The individual may offset the probation by payment of a \$300.00 fine for a first offense or a \$400.00 fine for a second offense.

Presentation Changes

Unless there are significant changes to a property submission(s), like a price change or status change, *changes to or removal of the slides/presentation will not be allowed*. Any changes to the slides/pages, including the removal of a property from the agenda, requested or made after the submission deadline, will result in a one meeting probation. For each offense that occurs thereafter, the broker will be given another meeting probation or broker may offset the probation by payment of a \$300.00 fine for a first offense and a \$400.00 fine for a second offense.



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Deal Making Session Overview

CCIM New Mexico is continually striving to make the Deal Making Sessions relevant and productive for designees and attendees. Specifically, we would like to constantly improve property presentations in order to accomplish the following:

- Get deals done and increase the potential of making a deal
- Help each other as fellow members of the chapter
- Hone our professional presentation skills, improve presentation skills
- Facilitate flow of presentation; focus on leading listing to a buyer

To reach these goals, the chapter has outlined items below that each presenter should consider addressing in their presentation.

- Pricing
- Lease terms of tenants (investment property)
- Zoning
- Ceiling height (industrial)
- Lot size
- Power (industrial)
- Square footage
- Column spacing (industrial)
- Useable versus Rentable SF
- Sprinkler system
- CAD used to verify?
- ADA compliant (where appropriate)
- Parking ratios
- Owner financing?
- Deferred maintenance (if appropriate)
- Current debt information
- Seller Motivation
- Road access
- Objective Owner's Association involved and corresponding fees

In the event a presenter would like coaching from a Designee, the Chapter would be more than happy to assign a coach to meet with and help facilitate coaching for the presentation. Questions that a presenter or coach should consider are as follows:

- Type of deal (core, value add, investment with income stream, owner/user)
- Location—where is your listing
- Context—how does the listing relate to the area? (or what is going on in the area?)
- Physical description—size of building, size of land, zoning, unique features
- Best part of listing
- Least attractive part of listing
- Client needs (cash is not the only answer, timing, where they will use the funds from sale, etc.)
- What can the client add (financing, new tenant, political stroke, etc.)
- Engages audience early (show of hands who has a buyer for an income stream, thumbs up or down on area, who has someone they will show this too? If not, why? (focus questions on brokers who indicated a previous interest)

We appreciate all the support we get from our membership and look forward to more improvements in the future that will only augment the position of CCIM as one of the elite real estate groups in New Mexico and the United States.