



HOSPITALITY ASSET MANAGERS ASSOCIATION EUROPE MEMBERSHIP APPLICATION

Name

Job Title

Company

Mailing Address

Telephone

Mobile

Email

Date of Completion

GENERAL INFORMATION

How were you made aware of
HAMA EUROPE?

Were you previously a
member of HAMA, if so please
also advise the chapter? 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
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2. What percentage of your time is spent on asset management responsibilities?		%
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3. Does your employer own hotels?	YES	NO
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if yes how many?

4. Does your employer operate hotels?	YES	NO
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if yes how many?

5. Do you have any responsibilities with respect to managing/operating any hotels?	YES	NO
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if yes, please describe

6. Do you provide third-party asset management services to hotel owners?	YES	NO
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7. Does your employer primarily provide debt for hotel properties?	YES	NO
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8. Do you review and approve each of your hotels' annual budgets and capital plans?	YES	NO
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9. Do you have fiduciary responsibility and decision-making authority for the hotels you asset manage?	YES	NO
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10. How many times per year, on average, do you visit each hotel in your portfolio?		
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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

HOTEL NAME	CITY	COUNTRY	# OF ROOMS	OWNER	MANAGER	FRANCHISER	AVG. # VISITS/ YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							

(More rows on the following page)

HOTEL NAME	CITY	COUNTRY	# OF ROOMS	OWNER	MANAGER	FRANCHISER	AVG. # VISITS/ YEAR
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							
31.							
32.							
33.							
34.							
35.							
36.							
37.							

HOSPITALITY INDUSTRY EXPERIENCE

Total years in hospitality industry	YEARS
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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/Food service Operations	YEARS
Hospitality Operations	YEARS	Hospitality Brokerage	YEARS
Franchise Development/Sales	YEARS	Commercial Real Estate Management	YEARS
Franchise Administration	YEARS	Commercial Real Estate Development	YEARS
Hospitality Development	YEARS	Commercial Real Estate Consulting/Appraisal	YEARS
Hospitality Consulting/Appraisal	YEARS	Commercial Real Estate Brokerage	YEARS
Investment/Mortgage Banking	YEARS	Commercial Mortgage Lending	YEARS
Other			YEARS

EDUCATION/PROFESSIONAL EDUCATION

UNIVERSITY / AFFILIATION / SPONSOR	DATE	DEGREE / TOPIC / CERTIFICATE
1.		
2.		
3.		
4.		

Other Professional Organisation Memberships:

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 or hotel franchising.
- 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.
- 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
- A member must have a minimum of 2 years of experience in the practice of asset management as outlined above.
- A member must attend three meetings in three years.
- The number of members from one company is limited to 10%.
- HAMA EUROPE Board of Directors reserves the right for membership admittance in accordance with the HAMA EUROPE

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 EUROPE By-Laws and membership criteria.

Applicant Signature:

Date:

Please attach one of your business cards.

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
In my current role, my primary professional activity is as a practicing hospitality asset manager.	YES	NO
I intend to attend the following HAMA EUROPE meeting: (enter date and location of meeting)		
A HAMA EUROPE member in good standing sponsors me for membership	YES	NO
	Sponsors Name	
Sponsor letter	YES	NO
Current business card	YES	NO
Professional resume of work history	YES	NO
€ 250.00 Application Fee	YES	NO

OTHER APPLICATION REQUIREMENTS

There is a €250.00 non-refundable application processing fee by cheque payable to the HOSPITALITY ASSET MANAGERS ASSOCIATION EUROPE LIMITED (“HAMA EUROPE”), in addition, please print your name in the memo blank of the cheque.

Alternatively make a wire transfer to:

Barclays’s Bank PLC
Sort code 200000
Account No. 23241629
SWIFT BIC – BARCGB22
IBAN - GB18 BARC 2000 0023 2416 29

- Prior to acceptance as a Member, you must attend one HAMA EUROPE meeting as a candidate. Please contact the Membership Chair (membership@hama-europe.org) to make arrangements.
- 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 €850.00 for individuals. Upon the acceptance of your membership, HAMA EUROPE 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 Autumn meeting, respectively.
- Please submit your application to your sponsor.
- Email Membership Chair (membership@hama-europe.org) 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 via email or post to:

membership@hama-europe.org

Or

Hospitality Asset Managers Association Europe Ltd.

Suite 1, 3rd Floor
11-12 St. James's Square
London SW1Y 4LB
U.K.

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 EUROPE.

HAMA EUROPE 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:

Date: