

***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:**

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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**

<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, [smroy@hamagroup.org](mailto:smroy@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 \$750.00 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 ([smroy@hamagroup.org](mailto:smroy@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**

Please email your sponsor letter to Stephanie Roy – [smroy@hamagroup.org](mailto:smroy@hamagroup.org)