

## Annual Performance Scorecard

{Date}

Name: \_\_\_\_\_

Title & position: \_\_\_\_\_

Business Unit (check one)

☐ Advisory

☐ Maintenance

☐ Corporate: \_\_\_\_\_

☐ Development

☐ Management

☐ Corporate Services

☐ Leasing

Current Base Salary: \$ \_\_\_\_\_ Recommended Base Salary: \$ \_\_\_\_\_

Performance Bonus Potential (% of Base Salary): \_\_\_\_\_%

Goal(s)	Weight (%)	Poor	Fair	Exceeds	Excellent
<i>Company</i>					
•					
•					
•					
•					
•					
<i>Division/Regional</i>					
•					
•					
•					
•					
<i>Individual</i>					
•					
•					
•					
•					
<i>Discretionary</i>					
•					
•					
•					
•					
<b>Total</b>	<b>100%</b>				

DISCLAIMER: These sample forms and agreements are not endorsed by the Institute of Real Estate Management. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.