





PAA - Leasing Evaluation

Date of Visit 05/01/2025
Location Name to check score
Sales Representative to check score
Shopper Name to check score
Overall Score 100% (171 / 171)

INITIAL MEETING	100% (53 / 53)
Upon arrival, was the office open?	5/5
• Yes	
○ No	
Did the consultant acknowledge you immediately?	5/5
• Yes	3/3
○ No	
Did the Consultant: (Check all that apply under score column)	8/8
Greet you	
Introduce themselves	
Ask your name	
Remember your appointment	
None of the above	
Did the Consultant: (Check all that apply under score column)	16/16
Ask or confirm what type of apartment you needed	
Ask or confirm the date of move-in	
Ask or confirm your budget	
Ask or confirm occupants	
Ask or confirm if you were bringing a pet with you	
Ask or confirm how you found out about the property	
Ask or confirm the reason for your move	
Ask or confirm your contact information	
None of the above	
Did the consultant explain the pet policy if you stated you were bringing a pet? Yes No	5/5
○ NA	
Did the Consultant: (Check all that apply under score column)	10/10
Smile	
☑ Create rapport	
Have an organized work space	
Give you undivided attention	
Listen to your needs	
None of the above	
Did the Consultant: (Check all that apply under score column)	4/4
✓ Provide you with a physical brochure or virtual property presentation	,
✓ Discuss the staff and dedication to their residents	
None of the above	
Was the Fairhousing Guidelines poster displayed in a location you noticed.	
Yes	
○ No	
NOTES (detail anything marked No):	
to check score	

THE TOUR	100% (118 / 118)
Did the Consultant address you by name during the presentation?	5/5
• Yes	
○ No	
Was the tour route: (Check all that apply under score column)	12/12
Clean and well-lit	
✓ Sidewalks and hallways clean✓ Free of debris	
✓ Smelled good	
☑ Elevator and/or stairwells clean	
All signage well maintained (including amenity signage if applicable and unit number)	
☐ None of the above	
Did the Consultant show the amenities?	2/2
• Yes	
O No	
Did the Consultant explain the benefits of the amenities?	2/2
• Yes	-, -
○ No	
Were the amenities clean and in working condition?	2/2
Yes	2/2
○ No	
Control of the contro	
List amenities that were shown. Also, please provide how you were toured. Via golf cart, car, walk, etc	.
Which apartment type were you shown?	5/5
Model or Vacant	
○ Virtual apartment tour	
O No apartment shown	
Model or Vacant Tour:	22/22
☑ Front door painted and clean	
Baseboards and trim painted and clean	
☑ Walls freshly painted and free of marks	
Lights on	
 ✓ Free of debris ✓ Floors cleaned or newly vacuumed 	
✓ Smelled pleasant	
☑ Temperature pleasant	
✓ Appliances clean	
Countertops clean and maintained	
☑ Bathroom clean	
Blinds open and operational (mark if NA)	
Balcony clean (mark if NA)	
After the tour, did the Consultant: (Check all that apply on score column)	16/16
Relate apartment to your needs	,
☑ Overcome objections	
☑ Create a sense of urgency	
Ask you if you wanted to leave a deposit to hold the apartment	
Point out positives of the apartment	
Review the cost and any additional fees for the renting of the apartment	
Ask you to complete an applicationTry and schedule a return visit	
None of the above	
If you said no, to holding an apartment, were you asked why? Yes	2/2
O No	
○ NA	

Were you discouraged at any point during the shop to not lease an apartme Yes	nt with your requests for urgency?
○ No	
FAIR HOUSING QUESTIONS: When you asked what type of people live to community, and/or asked if there are a lot of little children who live her question asked and the response given) to check score	·
Based on the apartment/property/community features would you lease an a • Yes	coartment at this location? 25/25
O No	
Did you receive a follow-up email/phone call within 2 days? Yes	25/25
○ No	
NOTES (detail where the agent missed the mark):	
to check score	