SEFAA

2025 Circle of Excellence Awards
Community of the Year - Conventional
Mid-Rise Community (6-10 floors)
Nomination Kit 11

**Preparation checklist: Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.
** Please note a nominee will receive zero points for not submitting criteria.

---

1. Nominator Information **(REQUIRED)**
   a. Name
   b. Phone Number
   c. Email

2. Community Information **(REQUIRED)**
   a. Community Name
   b. Management Company Name
   c. Phone Number
   d. Email
   e. Community/Property Manager Name
   f. Community/Property Manager Phone Number
   g. Photo of Front of Building
   h. Total Number of Units.
   i. Total Number of Employees at Community
   j. Occupancy Rate

3. Marketing/Collateral **(10 POINTS)**
   a. Community Map
   b. Brochure/Flyer
   c. Print or Online Advertising
   d. Community Website Link
   e. Social Media Pages

4. Supplementary Questions **(70 POINTS)**
   a. What services or amenities make your community unique?
   b. What does your community do for resident retention (parties, birthdays, etc.)?
   c. Describe in what ways the nominee has succeeded and excelled.
   d. Describe a challenge that the nominee has overcome in the past year.
   e. Is there anything else you would like to say about the nominee that makes them qualified for this award?

5. Photographs **(10 POINTS)**
   a. Landscape
   b. Clubhouse
   c. Amenities/Common Area
   d. Building Design
   e. Interior Unit
   f. Parking Area
   g. Curb Appeal

6. Resident Support Document **(10 POINTS)**
   a. Nominees are required to submit at least one (1) resident support document (review, letter, thank you card, etc.). Nominees may submit up to three (3) resident support documents.

7. Additional Attachments **(OPTIONAL)**
   a. Nominees may submit additional documents (photos, videos, presentations, etc.) to further make their claim for this award.