



2019 Circle of Excellence Awards
Community of the Year - Conventional
Garden Style Community (1-3 floors)
Nomination Kit 4.3

***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.*

NOMINATOR INFORMATION

Please include name, contact number and email address of person submitting the nomination.

Pass or Fail

NOMINEE INFORMATION

- | | |
|--|---|
| <input type="radio"/> Community Name | <input type="radio"/> Management Company Name |
| <input type="radio"/> Phone Number | <input type="radio"/> Regional/District Manager Name |
| <input type="radio"/> Email Address | <input type="radio"/> Regional/District Cell Phone Number |
| <input type="radio"/> Photo of Front of Building (monument sign not valid) | |

Pass or Fail

COMMUNITY INFORMATION

- | | |
|---|--|
| <input type="radio"/> Total number of units managed | <input type="radio"/> Total number of employees at community |
| <input type="radio"/> Year community was built | |

1-15 POINTS

RESIDENT ACTIVITIES

- What does your community do for resident retention (parties, birthdays, etc.?)

1-5 POINTS

RESIDENT SERVICES

- What services are offered to your residents?

1-10 POINTS

MARKETING/COLLATERAL

- | | |
|--|---|
| <input type="radio"/> Community Map (if not available, use google earth) | <input type="radio"/> Photo of billboard(s), bench(s) or off premises signs |
| <input type="radio"/> Brochure (floorplans, amenities, etc.) | <input type="radio"/> Description of any special marketing or outreach |
| <input type="radio"/> Print Advertising | <input type="radio"/> Giveaway pictures |
| <input type="radio"/> Online Advertising | <input type="radio"/> Community website pictures |

1-45 POINTS

NARRATIVE

Provide a thorough narrative of the community's attributes that justify their consideration for this award. A narrative can include items such as: history of community, successes, staff retention, resident retention, etc. This narrative may be a paragraph long or it may be pages long.

1-5 POINTS

PHOTOGRAPHS – submit any photos that make your community stand out (should support narrative)

- | | | | |
|------------------------------------|---------------------------------------|-------------------------------------|-------------------------------|
| <input type="radio"/> Landscaping | <input type="radio"/> Amenities | <input type="radio"/> Interior unit | <input type="radio"/> Signage |
| <input type="radio"/> Common areas | <input type="radio"/> Building design | <input type="radio"/> Entrance | |
| <input type="radio"/> Clubhouse | <input type="radio"/> Unique features | <input type="radio"/> Parking area | |

1-10 POINTS

QUARTERLY AUDIT

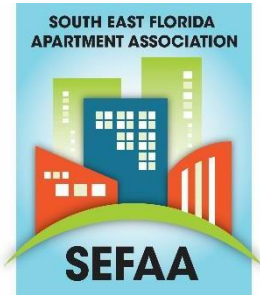
1-10 POINTS

RESIDENT SUPPORT LETTER (August 2018 - August 2019)

***The resident letter should be a minimum of one paragraph*

***Additional letters from residents are encouraged but not required for nomination submission. Nominee may submit up to 5 letters of resident support*

- Letter of support from a resident should be dated between August 2018 - August 2019



Circle of Excellence Community Nominee

Dear Residents,

The South East Florida Apartment Association (SEFAA) Circle of Excellence awards program is November 15, 2019.

We are seeking nomination support for the category of; "Community of the Year", Garden Style. This award is given to an outstanding community that demonstrates exemplary skills in professionalism, time management, work ethic, operational knowledge and colleague support as it relates to the Community.

If you are in support of my potential nomination for this award, please sign the below Resident endorsement.

SEFAA may contact you to verify residency.

<u>Name</u>	<u>Apt #</u>	<u>Phone #</u>	<u>Email Address</u>
1			
2			
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