



**2019 Circle of Excellence Awards**  
**Community of the Year - Conventional**  
**Mid-High Rise Community (4+ floors)**  
**Nomination Kit 4.4**

*\*\*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	<b>NOMINEE INFORMATION</b>
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|---|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Community Name</li> <li><input type="radio"/> Phone Number</li> <li><input type="radio"/> Email Address</li> <li><input type="radio"/> Photo of Front of Building (monument sign not valid)</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Management Company Name</li> <li><input type="radio"/> Regional/District Manager Name</li> <li><input type="radio"/> Regional/District Cell Phone Number</li> </ul> |
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Pass or Fail	<b>COMMUNITY INFORMATION</b>
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|---|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Total number of units managed</li> <li><input type="radio"/> Year community was built</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Total number of employees at community</li> </ul> |
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1-15 POINTS	<b>RESIDENT ACTIVITIES</b>
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- What does your community do for resident retention (parties, birthdays, etc.?)

1-5 POINTS	<b>RESIDENT SERVICES</b>
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- What services are offered to your residents?

1-10 POINTS	<b>MARKETING/COLLATERAL</b>
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|---|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Community Map (if not available, use google earth)</li> <li><input type="radio"/> Brochure (floorplans, amenities, etc.)</li> <li><input type="radio"/> Print Advertising</li> <li><input type="radio"/> Online Advertising</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Photo of billboard(s), bench(s) or off premises signs</li> <li><input type="radio"/> Description of any special marketing or outreach</li> <li><input type="radio"/> Giveaway pictures</li> <li><input type="radio"/> Community website pictures</li> </ul> |
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1-45 POINTS	<b>NARRATIVE</b>
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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	<b>PHOTOGRAPHS – submit any photos that make your community stand out (should support narrative)</b>
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| <ul style="list-style-type: none"> <li><input type="radio"/> Landscaping</li> <li><input type="radio"/> Common areas</li> <li><input type="radio"/> Clubhouse</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Amenities</li> <li><input type="radio"/> Building design</li> <li><input type="radio"/> Unique features</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Interior unit</li> <li><input type="radio"/> Entrance</li> <li><input type="radio"/> Parking area</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Signage</li> </ul> |
|--|---|---|---|

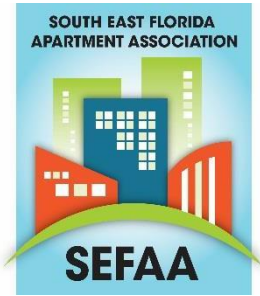
1-10 POINTS	<b>QUARTERLY AUDIT</b>
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1-10 POINTS	<b>RESIDENT SUPPORT LETTER (August 2018 - August 2019)</b>
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*\*\*The resident letter should be a minimum of one paragraph*

*\*\*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", Mid-High Rise. 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>
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