



2026 Circle of Excellence Awards
Lease-Up Community of the Year
Nomination Kit 2

***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 the 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. Percentage of Pre-Leased Units
- f. Community/Property Manager Name
- g. Community/Property Manager Phone Number
- h. Photo of Front of Building
- i. Total Number of Units
- j. Construction Date
- k. Stabilized Date
(Must be between July 2025 – June 2026)

3. Marketing/Collateral (10 POINTS)

- a. Brochure/Flyer
- b. Print or Online Advertising
- c. Community Website Link
- d. Social Media Pages
- e. Submit the lease-up marketing plan for the duration of the lease-up

4. Narrative (80 POINTS)

- a. In 500 words or less, provide a narrative of the community's attributes that justify their consideration for this award. The narrative should include items such as the lease-up start date, all marketing and advertising materials used, including social media sites, a detailed description of amenities and interior apartment finishes, and all external marketing programming such as balloons banners, and neighborhood outreach.

5. Photos/Videos (10 POINTS)

- a. Nominees are required to submit at least five (5) photo and/or video of the progress of construction/renovation during the lease-up. Nominees may submit up to ten (10) photos/videos.

6. Additional Attachments (OPTIONAL)

- a. Nominees may submit additional documents (photos, videos, presentations, etc.) to further make their claim for this award.