



2026 Circle of Excellence Awards
Community Model of the Year
Nomination Kit 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 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. Community/Property Manager Name
- f. Community/Property Manager Phone Number
- g. Photo Representing Community Model

3. Functional Use of Space **(10 POINTS)**

- a. Include a photo showing how the placement of furniture or use of colors achieved maximum functional use of space.
- b. Include information detailing any apartment layout objections that were overcome with interior design.

4. Supplementary Questions **(50 POINTS)**

- a. Describe the apartment community's target market and how the presentation of the model apartment home assists with marketing the community.
- b. Describe any model features that may set you apart from other communities.
- c. Is there anything else you would like to say about the nominee that makes them qualified for this award?

5. Floor Plan **(20 POINTS)**

- a. Include a brochure-type floorplan of the model apartment home describing interior features.

6. Photos/Videos **(20 POINTS)**

- a. Each room in the model apartment home.
- b. Exterior view from the model patio (if applicable).
- c. Exterior front entry approach to the model home.

7. Additional Attachments **(OPTIONAL)**

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