



2026 Circle of Excellence Awards
Community of the Year - Affordable
Nomination Kit 8

***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. Section 8, 236, Non-Profit, or Other
- f. Community/Property Manager Name
- g. Community/Property Manager Phone Number
- h. Photo of Front of Building
- i. Total Number of Units
- j. Total Number of Employees at Community
- k. 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. Photographs **(10 POINTS)**

- a. Landscape
- b. Clubhouse
- c. Amenities/Common Area
- d. Building Design
- e. Interior Unit
- f. Parking Area
- g. Curb Appeal

5. Supplementary Questions **(65 POINTS)**

- a. What services are offered to your residents?
- 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?

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. Google Reviews **(5 POINTS)**

- a. Nominees are required to submit the Community's cumulative Google Reviews score.
- b. Nominees are required to submit the Community's average Google Reviews score for the period of July 2025 – June 2026.

8. Additional Attachments **(OPTIONAL)**

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