



2024 Circle of Excellence Awards Community of the Year - Affordable Nomination Kit 4.1

***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 | g. Community/Property Manager Phone Number |
| b. Management Company Name | h. Photo of Front of Building |
| c. Phone Number | i. Total Number of Units |
| d. Email | j. Total Number of Employees at Community |
| e. Section 8, 236, Non-Profit, or Other | k. Occupancy Rate |
| f. Community/Property Manager Name | |

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

5. Supplementary Questions **(70 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. Additional Attachments **(OPTIONAL)**

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