



2023 Circle of Excellence Awards Community Amenities of the Year Nomination Kit 4.5

***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. Community/Property Manager Name
- f. Community/Property Manager Phone Number
- g. Photo of Front of Building

3. Marketing/Collateral **(10 POINTS)**

- a. Brochure/Flyer
- b. Print or Online Advertising
- c. Community Website Link
- d. Social Media Pages

4. Supplementary Questions **(70 POINTS)**

- a. List and describe the resident amenities that you offer (gym, pool, etc.).
- b. List and describe the resident services that you offer (concierge services, maid services, etc.).
- c. What about your amenities make your community unique?
- d. Is there anything else you would like to say about the nominee that makes them qualified for this award?

5. Photographs **(10 POINTS)**

- a. Amenities
- b. Services

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.