



**2023 Circle of Excellence Awards**  
**Community Renovation of the Year**  
**Nomination Kit 7.1**

*\*\*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.*

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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. Supplementary Questions **(90 POINTS)**

- a. Describe the renovation that took place.
- b. How were the budgeted renovation funds allocated to the community?
- c. How did the staff maintain positive customer relations with residents during renovations?
- d. Why is this community the best renovated community?
- e. Submit before and after photos of the renovation which best represents the community.
- f. Is there anything else you would like to say about the nominee that makes them qualified for this award?

4. 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.

5. Additional Attachments **(OPTIONAL)**

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