



Topaz Awards

Leasing Agent Score Sheet

Nominee Name: _____

Questionnaire

Questionnaire Scoring Criteria	
Questions	Score
1 – Closing Ratio	
2 – Renewal & Retention	
3 – Social Media & Reputation	

Questionnaire Scoring Key	
1 Poor	Meets Minimal Expectations
2 Average	Meets Average Expectations
3 Good	Meets MOST Exceptions
4 Excellent	Meets ALL Exceptions
5 Outstanding	Exceeds Expectations

Scoring Guidelines: Please read through the questionnaire form for each nominee. Please score each response on a scale of 1 to 5 with 1 being the lowest (poor) and 5 being the highest (outstanding). 30 points are possible. This will be 50% of the total score. The other 50% will be from the shop.

Please no half or partial points. Be consistent in your scoring for all nominees.

Total Leasing Agent Scoring:

QUESTIONNAIRE	SHOP
15 points possible Formula Score/15 =	150 points possible Formula Score/150 =
Sample Score 10/15 = .6	Sample Score 100/150 = .60
TOTAL SCORE	Questionnaire of .6 + Shop of .6 = 1.2