



"Outstanding Lease Up Team Questionnaire"

Requirements: Questionnaire must be completed and signed by owner or supervisor; must have been in present position for 1 year; Information must reflect job performance for current year. (Email Lisa at admin@ccapartments.org to receive this document in PDF format for your convenience in filling out the form on the computer.)

Name of Nominees: _____

Name of Community: _____ # of units _____

Name of Owner/Management Co.: _____

Name of Supervisor: _____ Phone: _____

Questions: (you may continue your answers on the back or attach additional pages as needed)

Year to date through June, what is your % over or under budget? _____% over; _____% under

List your % of physical occupancy on the last day of the month for the months: January _____; February _____;

March _____; April _____; May _____; June _____

Number of Move-Ins January 1st through June 30th: _____ (% of turnover) _____

How many employees are on your property? _____ How many new hires between January 1st - June 1st? _____

How many service requests were reported for the month of July? _____ How many were outstanding on July 31? _____

List any creative and innovative ideas your team has initiated this year.

List staff activities for Jan. - June: _____

Describe job crossover opportunities. _____

What is the biggest challenge or crisis you have had as a team and how did you handle it? _____

In 50 words or less, tell us why you think your team is deserving of this award and what it would mean to you as a team.

Supervisor, tell us why you believe this team deserves the award.

Signature of manager/supervisor: _____

Entries can be submitted to CCAA by one of the following:

Fax - (361)852-0763

Email - admin@ccapartments.org

Mail - Corpus Christi Apartment Association, 5402 S. Staples, Suite 207, Corpus Christi, TX 78411

Please confirm with CCAA your submission was received.

CCAA endeavors to make this competition as fair and objective as possible. These questionnaires have been created to highlight objective criteria. All questionnaires for this category will be mailed to an Apartment Association Executive Director outside of Corpus Christi. The names of nominees and their companies will be removed so that the judge will have no knowledge of the individuals or companies represented. Winners will be announced and recognized at the Galaxy of Stars Awards Extravaganza in December. Winners will not be notified in advance.