



CORPUS CHRISTI APARTMENT ASSOCIATION

**"Outstanding Leasing Consultant 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](mailto:admin@ccapartments.org) to receive this document in PDF format for your convenience in filling out the form on the computer.)

Name of Nominee: \_\_\_\_\_ Length of Time in Present Position: \_\_\_\_\_

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)**

What was your closing ratio for of these months? January \_\_\_\_\_; February \_\_\_\_\_;

March \_\_\_\_\_; April \_\_\_\_\_; May \_\_\_\_\_; June \_\_\_\_\_

List your job responsibilities.

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List 3 things that you do to make prospects feel welcome when they come into your office.

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What methods do you use to pre-qualify residents? \_\_\_\_\_

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What do you do to help management make your property successful? \_\_\_\_\_

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List continuing education you have taken in the past 2 years, including Fair Housing, Redbook seminar, etc. \_\_\_\_\_

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Do you prepare market surveys? \_\_\_\_\_ Yes \_\_\_\_\_ No; How often? \_\_\_\_\_

List your professional, community and Corpus Christi Apartment Association involvement: \_\_\_\_\_

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List any creative and innovative ideas you have suggested to management in current year.

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In 50 words or less tell us what meaning this award would mean to you.

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Signature of manager/supervisor: \_\_\_\_\_

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

**Fax - (361)852-0763**

**Email - [admin@ccapartments.org](mailto: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.*