



ENTRY FORM

CATEGORY: Leasing Agent of the Year

Criteria: This category is open to any on-site leasing agent who has a proven track record of increasing a community’s occupancy and rental rates. Entries will be judged based on accomplishments in 2018. **Entries are due Monday, June 10.**

Please complete all fields*

1. Tell Us About the Leasing Agent:

(complete in full, attaching extra pages if needed)

Name/title: _____

Name of apartment community: _____

Location of community: _____

Number of units: _____

Number of years at community: _____

NOI at community for 2018: _____

Year-over-year change in occupancy from 2017-2018: _____

Current occupancy as of January 1, 2019: _____

Year-over-year change in rent per sq. ft. from 2017-2018: _____

% difference between asking and effective rent: _____

Lease terms offered in 2018: _____

Types of multifamily product they lease (check all that apply):

- Garden/Low-Rise (1-4 stories)
- Mid-Rise (5-10)
- High-Rise (11+)
- Mixed-Use
- Student Housing
- Affordable (low-income)
- Affordable (workforce)
- Military
- Senior Housing

3. Entry Fees

\$325 for first entry, \$275 for each subsequent entry

Payment online

Total number of entries # _____

Total payment \$ _____

Contact name: _____

Name of company: _____

Address: _____

Contact email: _____

Contact telephone: _____

4. Submit Your Entry Online

Go to <https://mhn.submittable.com/submit> and follow prompts for submitting payment. Then load the following materials:

- 1) Completed entry form
- 2) Narrative (“Why should they win this award?”)
- 3) Supporting materials if applicable
- 4) Bio/CV
- 5) Headshot of the leasing agent

The system will accept your files in PDF, Word, jpeg and tiff format.

*If you have questions, email jessica.fiur@cpe-mhn.com

2. Why Should They Win This Award?

On a separate sheet of paper, provide 250-500 words describing accomplishments in the past year. Judges will be looking at occupancy/rents and lead-to-lease conversion. Include such testimonials as a letter from a resident and a recommendation from a community level or higher supervisor.