



# CATEGORY: Most Effective Property Management Program

Criteria: This category recognizes quality property management plans that took place in 2013 and relate to a specific building or a group of buildings. The program should progress the property's performance and landlord-tenant relations, producing financial benefits for the landlord and improving client satisfaction. (Consider technological improvements, upgrades, innovations, etc.)

**Entries Due: March 29**

## Entry Form Instructions

**Please submit the following materials:**

- Completed entry form (this sheet) with narrative attached
- Any supporting materials demonstrating accomplishments
- Payment

**To submit payment and/or materials online:**

Log on to CPE's submission manager at <http://cpexecutive.submishmash.com/submit>

## Entry Fees

- \$325 (first entry)
- \$265 (each subsequent entry)

Total number of entries # \_\_\_\_\_

Total payment \$ \_\_\_\_\_

(Make checks payable to Commercial Property Executive.)

Contact Name: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Name of company(ies) to be considered for the award:  
\_\_\_\_\_  
\_\_\_\_\_

Name of building or portfolio will be listed on the award. Please list the names and company affiliations of all team members to be included in award materials:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Mailing Instructions

**Mailed materials must be postmarked by March 29. Send to:**

Suzann Silverman, Editorial Director  
Commercial Property Executive  
370 Lexington Ave., Suite 2100  
New York, NY 10017

If you have questions, email [ssilverman@cpexecutive.com](mailto:ssilverman@cpexecutive.com).

## Tell Us About Your Efforts:

**(complete in full, attaching extra pages if needed)**

Name of property management company: \_\_\_\_\_

Name of property owner(s): \_\_\_\_\_

Regional location of property: \_\_\_\_\_

Key executives managing the property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property is managed by the:  
 owner  third-party manager

Total number of buildings: \_\_\_\_\_

Retention/renewal rate: \_\_\_\_\_

Number of tenants in the property: \_\_\_\_\_

Occupancy rate: \_\_\_\_\_

Rental rate range: \_\_\_\_\_

Revenue per square foot or unit: \_\_\_\_\_

Property type(s) (please provide percentages):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Tell us about your accomplishment:

On a separate sheet of paper, please provide 250-500 words (bullet points are fine) describing the property management program and how it has benefited the property, landlord and tenants. Include specifics on the most important aspects of the program, changes made last year, cost savings as well as information on how the results have been measured. Please attach supporting materials as needed.