



CATEGORY: Property Manager of the Year

Criteria: This category is open to any on-site property manager who has demonstrated exceptional performance in terms of occupancy, tenant retention and/or satisfaction as well as performance and maintenance of the property. Entries will be judged based on accomplishments in 2018.

Entries Due: June 10

Entry Form Instructions

Please submit the following materials:

- Completed entry form (this sheet) **with narrative attached**
- Any supporting materials demonstrating accomplishments (bio, testimonials, headshot, etc.)
- Payment

To submit payment and/or materials:

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

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

Entry Fees

- ☐ \$325 (first entry)
- ☐ \$275 (each subsequent entry)

Total number of entries # _____

Total payment \$ _____

Contact name: _____

Contact email: _____

Contact telephone: _____

Tell Us About the Property Manager:

(complete in full, attaching extra pages if needed)

Property manager name/title: _____

Name of property: _____

Location: _____

Name of parent company: _____

Number of on-site staff: _____

Number of years at property: _____

NOI at property for 2018: _____

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

Occupancy as of January 1, 2019: _____

Percentage of lease renewals in 2018: _____

Property types involved in (check all that apply):

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Office | <input type="checkbox"/> Affordable (low-income) Housing |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Senior Housing |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Student Housing |
| <input type="checkbox"/> Multifamily | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Hospitality | |
| <input type="checkbox"/> Mixed-Use | |
| <input type="checkbox"/> Self Storage | |

Tell us about their accomplishments:

On a separate sheet of paper, provide 250-500 words (bullet points are fine) describing on-site leadership, tenant satisfaction/retention, maintenance of property, building relationships with staff and tenants, and innovative/noteworthy on-site objectives.

You may include testimonial letters and other supporting materials, as desired.