

Recognizes an individual employee nominated by an Employer that has done an outstanding job in leasing and tenant screening. Entries will be based on the agent's closing ratio, volume of tenants screened, tenant turnover and vacancy rates within the building(s).

**NOMINATION DEADLINE: Monday, October 3<sup>rd</sup>, 2011 12:00pm Noon**

**Please Note:** All nominations must be in PowerPoint. All criteria listed on this form must be included in your presentation. Please follow the guideline below. For more information, see the following page for submission requirements.

**Information to be included on your first PowerPoint Slide:**

1. Award applying for
2. Nominee Name & Company Name
3. Name of Contact Person
4. Address
5. Phone Number
6. E-Mail Address

**The following questions must be answered in the subsequent slides. Winners and nominees will be determined based on this information.**

1. How long has the nominee been involved in the rental housing industry?
2. Why is this nominee worthy of this award?
3. Over the past year, what has their average vacancy rate been?
4. How many tenants has the nominee screened in the past year?
5. What is the agent's closing ratio (visitors seen: leases signed)
6. What is the average unit rent?
7. Describe any leasing obstacles and how the nominee has faced these challenges:
8. Within the past year, what has the average tenant turnover rate been?
9. Describe any factors relating to the tenant turnover:
10. Please describe any other activities the nominee has been involved with that have contributed to their success as a leasing professional:

**In Addition:** You must include a photo of the nominee.

**Submission Reminders – use as your final checklist**

Have you included the PowerPoint presentation on CD/DVD for this award submission?

Have you included **separate** electronic high resolution photo files in either .jpg or .tiff format?

Have you included your company logo in both .jpeg and .eps format on the CD/DVD?

Have you clearly labeled your CD/DVD with award applying for, company and contact name?

**ALL NOMINATIONS MUST BE FRPO MEMBERS**

The Federation of Rental-housing Providers of Ontario  
Contact: Lynzi Michal, Manager of Member Services  
20 Upjohn Road  
Suite 105  
Toronto, ON M3B 2V9  
lmichal@frpo.org

Please review Eligibility and Entry Requirements on following page prior to submitting your nomination. Thank you.

## **2011 Eligibility and Entry Requirements**

Please review this information carefully to ensure that your entry is eligible and that you understand the entry requirements. Any entries that do not meet specifications, will be sent back once for adjustment but must be returned by entry deadline of **Monday, October 3<sup>rd</sup>, 2011 at 12pm noon.**

### **Basic Entry Information**

- All nominations must be FRPO Members in good standing.
- Deadline for entries is Monday, October 3<sup>rd</sup> 2011, 12:00pm, no exceptions.
- **We no longer accept hard copies of your award submission. All submissions must be produced in a PowerPoint presentation and on CD/DVD with supplemental files included**
- Your presentation must clearly state on the first slide:
  - Award applying for
  - Nominee name and/or company name
  - Contact Information including lead person, address, phone number and email address
  - Please note: The information you provide will appear on your award if you should win.
- All questions/criteria on the nomination form **MUST** be included in your presentation.
- Your CD/DVD **MUST** include the PowerPoint file as well as a separate file for each photos contained in your presentation (please see section below on photographs).
- Please be sure to review each nomination form for any additional requirements
- Each nomination entry must be submitted individually on separate CD/DVD's

### **PowerPoint Presentations and Supplemental Electronic Data**

All electronic files must be saved in an **'unlocked'** format and on either CD or DVD. CD/DVD must be clearly marked with Nominee name and company as well as award applying for. All included files should be referenced and clearly marked.

### **Photographs**

Any photos you wish to be considered must be in high resolution of at least 4 mega-pixels and must be included in your PowerPoint presentation as well as saved separately on your CD/DVD. File names must be referenced appropriately. Judges will only be reviewing the PowerPoint presentations. Acceptable image formats are .jpg and .tiff. All files must be clearly named for identification purposes.

### **Company Logos**

Each submission must include your company logo on CD/ DVD in both .jpg **AND** .eps format. The logo you submit will be used for the awards presentation should you be a nominee.

**If you have any questions or require clarification, please do not hesitate to contact:**

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