

# MARKETING MANUAL

COMMUNITY NAME	Dunes Apartments	COMMUNITY #	05
SUBJECT	Contact Information Sheet	SECTION	1.07
ISSUE DATE	November 22, 2011	PAGE	1
		APPROVED	TFF <u>17</u>

Community \_\_\_\_\_

## CONTACT INFORMATION SHEET

Date \_\_\_\_\_ Time \_\_\_\_\_ Prepared by \_\_\_\_\_  
 Visit \_\_\_\_\_ Phone Call \_\_\_\_\_ Email \_\_\_\_\_

We are having a great day at \_\_\_\_\_ Apartments, my name is \_\_\_\_\_  
**How may I help you? Response**  
**I can help with that, but first I need to ask you a few questions.**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Size Apartment Needed: 1BR \_\_\_\_\_ 2BR \_\_\_\_\_ 3BR \_\_\_\_\_  
 Date Needed \_\_\_\_\_ Number of occupants \_\_\_\_\_  
 Do you need a pet unit? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, describe pet \_\_\_\_\_ (mention weight limit)

What apartment community do you live in now? \_\_\_\_\_  
 Mailing address \_\_\_\_\_ Apt. No \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How did you first hear about \_\_\_\_\_ Apartments?  
 Drive by \_\_\_\_\_ Yellow Pages \_\_\_\_\_  
 Web \_\_\_\_\_ Which site: \_\_\_\_\_  
 Newspaper \_\_\_\_\_ Which paper? \_\_\_\_\_  
 Apartment Guide \_\_\_\_\_ Which one? \_\_\_\_\_  
 Resident Referral \_\_\_\_\_ Other? \_\_\_\_\_

Why do you want to move? \_\_\_\_\_

Employer \_\_\_\_\_ Retired \_\_\_\_\_  
 City \_\_\_\_\_ Position \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_  
 Phone # from Caller ID \_\_\_\_\_  
 Name from Caller ID \_\_\_\_\_  
 Mobile Phone # \_\_\_\_\_ Email address \_\_\_\_\_

# MARKETING MANUAL

COMMUNITY NAME	<u>Dunes Apartments</u>	COMMUNITY #	<u>05</u>
SUBJECT	<u>Contact Information Sheet</u>	SECTION	<u>1.07</u>
ISSUE DATE	<u>November 22, 2011</u>	PAGE	<u>2</u>
		APPROVED TFF	<u>11</u>

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualified \_\_\_\_\_ Unqualified \_\_\_\_\_ Not Sure \_\_\_\_\_

*Phone Call:* Appointment Made? Yes \_\_\_\_\_ No \_\_\_\_\_

Appointment Date \_\_\_\_\_ Time \_\_\_\_\_

Apartments to be Shown \_\_\_\_\_

*Visit:* Apartments Shown: Model \_\_\_\_\_ Others \_\_\_\_\_

Application Completed? Yes \_\_\_\_\_ No \_\_\_\_\_ Apt. # \_\_\_\_\_

Move In Date \_\_\_\_\_