

MARKETING MANUAL

| | | | |
|----------------|------------------------------------|-------------|------------------------|
| COMMUNITY NAME | <u>Windemere Villas Apartments</u> | COMMUNITY # | <u>02</u> |
| SUBJECT | <u>Contact Information Sheet</u> | SECTION | <u>1.07</u> |
| ISSUE DATE | <u>August 11, 2017</u> | PAGE | <u>1</u> |
| | | APPROVED | KTF <u>(Signature)</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 _____

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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 _____