

MARKETING MANUAL

COMMUNITY NAME <u>Laurel Hills Villas Apartments</u>	COMMUNITY # <u>27</u>
SUBJECT <u>Contact Information Sheet</u>	SECTION <u>1.07</u>
ISSUE DATE <u>August 25, 2017</u>	PAGE <u>1</u>
	APPROVED KTF <u></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>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>2</u>
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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 _____