

Best Places to Work in Multifamily **Company Participation Registration Form**

REGISTRATION DEADLINE: June 28, 2019

Please complete the following information and submit this form by June 28th. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

Company Name: _____

(Name as it should appear in print)

Legal Name of the Company: _____

(If different than listed above.)

Federal Employer Identification Number (FEIN/BN): _____

Mailing Address (No home addresses): _____

County: _____

City: _____ **State/Province:** _____

Zip/Postal Code: _____ **Country:** _____

Is this the corporate address? Yes No

If no, please fill out the corporate address below.

Mailing Address (No home addresses): _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Company Website URL: _____

What is your organization's Twitter handle? _____

Industry: Multifamily Property Management Multifamily Supplier

Primary Contact (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails, letters, phone and website), employee surveys for distribution, feedback reports, etc.)

Salutation: _____

Name: _____

Title: _____

Mailing Address (No home addresses): _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Direct Dial Phone Number (No home or cell phones please): _____

Fax Number: _____

Email Address: _____

Is this contact an employee of the company? Yes No

Secondary Contact (This person will be the contact for questions if the primary contact is unavailable.)

Name: _____

Title: _____

Direct Dial Phone Number (No home or cell phones please): _____

Email Address: _____

Start Here!

**Best Companies Group
Registration Information**

Thank you for your interest in participating in the 2020 "Best Places to Work in Multifamily" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to (717) 412-7307.

Registration Deadline: June 28, 2019

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions) and an invoice. There is a nominal participation fee to cover the costs associated with the evaluation process. The participation fee is based upon the size of the company and the survey preference.

Number of Employees in US & CAN	# Employees Surveyed	Online Fee(1)	Email/Access Code(1,4)	Paper Fee(1)
15 - 24(2)	All	\$715	\$830	\$985
25 - 99	All	\$740	\$920	\$1,155
100 - 199	All	\$840	\$1,090	\$1,385
200 - 499	Up to 250(3)	\$890	\$1,180	\$1,515
500 - 2499	350(3)	\$960	\$1,300	\$1,685
2500 +	400(3)	\$1,000	\$1,420	\$1,880

Online Survey (All Email) **Email/Access Code Survey** **Paper Survey (Hard Copy)**

- (1) Fees are non-refundable.
- (2) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list.
- (3) Employees are randomly selected. Best Companies Group offers the option to survey more employees than the random sample calculated in the above chart, and/or include additional employees in the survey process who work in locations outside of the program area. Please contact Best Companies Group for details and pricing.
- (4) Email and up to 50% Access Codes (for employees without email).

*Upon completion of the assessment process, all participating companies will receive the Best Companies Group Employee Feedback Report which details the results of their specific survey. Similar reports can cost thousands of dollars if initiated independently.

Once the registration is received, Best Companies Group will send the company (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

CEO, President, Manager, Etc. (Highest-ranking position of the nominated workplace.)

Name: _____

Title: _____

Mailing Address (No home addresses): _____

City: _____ State/Province: _____ Zip/Postal Code: _____

IT Contact (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: _____

Direct Dial Phone Number (No home or cell phones please): _____

Fax Number: _____

Email Address: _____

Marketing Contact (This person will handle any marketing and/or public relations questions for your company.)

Name: _____

Title: _____

Direct Dial Phone Number (No home or cell phones please): _____

Email Address: _____

Additional Company Information:

Total number of employees in the United States and/or Canada (excluding temporary/seasonal and per diem employees).

Total US/CAN Employees: _____ Full-time US/CAN Employees: _____ Part-time US/CAN Employees: _____

New option for online employee survey process.

To better accommodate organizations that do not have email addresses for all employees, we have increased the number of access codes that each participating organization may request (up to 50% of population). We can conduct your survey in the following methods:

- Online - 100% of your employees have a unique email and will receive a survey via email.
- Online - Combination of unique email addresses and access codes. Up to 50% of your employees are without email addresses. Some employees will receive a survey via email and some will need an access code for survey completion.
- Paper - Hard copy

Name of person completing this registration form:

Name: _____

Title: _____

Email Address: _____

Are you authorized to enter your company into this process: Yes No

Commitment: I understand that by submitting this form, our company is entered into the "Best Places to Work in Multifamily" program. I am committing to meet all deadlines, complete both portions of the assessment process and pay the registration fee. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group at 1-877-455-2159 immediately. Companies withdrawing after June 28, 2019 will incur a \$250 withdrawal fee in addition to the total fees incurred for any special requests (customization orders, language translations, paper survey processing, etc.) and the registration fee. Fees are non-refundable.

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report will not be presented.

Submit this registration form
by faxing it to 717-412-7307

Additional Survey Options

Does your company need surveys in another language? *

- Spanish-Latin American Spanish-European
- French Chinese Japanese Other

If Other: _____

* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

Is your company interested in customizing the job role and department category demographics for a fee, on the employee survey?

How did you hear about the program?

- Multifamily Leadership - Editorial
- Multifamily Leadership - Print ad
- Multifamily Leadership - Online ad
- Multifamily Leadership - Email
- Multifamily Leadership - Website
- Best Companies Group - Email
- BestCompaniesGroup.com - Website
- Best Companies Group - Letter
- Best Companies Group - Phone call
- Internet Search/Google
- Other - Please describe

Did this organization participate last year?

Yes No

If yes, name of the company if it is different than listed on this form:

IMPORTANT: If any of the contact information changes at any point in the process, please notify Jackie Miller at JMILLER@BestCompaniesGroup.com immediately.

Best Companies Group ▶▶▶

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