

# Property Management Performance Evaluation Form

This form is designed to evaluate the performance of property management personnel. Please fill in all fields as applicable for the printing and physical filing of this record.

---

## 1. General Information

Employee / Manager Name:

Property Name / Location:

Evaluator Name & Title:

Evaluation Period:

Date of Evaluation:

---

## 2. Performance Rating Scale

Please enter a score from 1 to 5 (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations, 4 = Exceeds Expectations, 5 = Outstanding) in the rating box for each category.

### A. Tenant Relations & Communication

Maintains positive tenant relations, addresses complaints promptly, and ensures high retention rates.

Rating (1-5):

Comments / Examples:

### B. Financial Management & Rent Collection

Collects rent timely, manages property budget effectively, and provides accurate financial reporting.

Rating (1-5):

Comments / Examples:

### C. Property Maintenance & Inspections

Ensures property physical condition is well-maintained, schedules routine maintenance, and resolves emergency issues promptly.

Rating (1-5):

Comments / Examples:

### D. Marketing & Leasing

Minimizes vacancy rates through effective marketing, conducts professional showings, and screens applicants thoroughly.

Rating (1-5):

Comments / Examples:

### E. Compliance & Administration

Adheres to local landlord-tenant laws, safety regulations, and maintains organized documentation.

Rating (1-5):

Comments / Examples:

---

## 3. Evaluation Summary

Overall Average Rating:

Key Strengths:

Areas for Development:

Action Plan / Goals for Next Period:

---

#### 4. Acknowledgement Signatures

Signatures below indicate that the performance evaluation has been discussed. The employee's signature does not necessarily indicate agreement with the evaluation.

Evaluator Signature:  Date:

Employee Signature:  Date: