



CORPUS CHRISTI APARTMENT ASSOCIATION

"Outstanding Community Asst. Manager Questionnaire"

Requirements: Questionnaire must be completed and signed by manager, owner or supervisor; must have been in present position for 1 year; Information must reflect job performance for current year. (Email Lisa at admin@ccapartments.org to receive this document in PDF format for your convenience in filling out the form on the computer.)

Name of Nominee: _____ Length of Time in Present Position: _____

Name of Community: _____ # of units _____

Name of Owner/Management Co.: _____

Name of Supervisor: _____ Phone: _____

Questions: (you may continue your answers on the back or attach additional pages as needed)

Do you post rent? _____ Yes _____ No

Do you perform month end close out? _____ Yes _____ No

Do you lease as part of your job description? _____ Yes _____ No

Do you participate in month end collections? _____ Yes _____ No

Do you prepare market surveys? _____ Yes _____ No

Do you take 24 hour calls for your property? _____ Yes _____ No

List your job responsibilities. _____

List one marketing, creative or innovative idea you utilized this year.

How would you handle continual conflicts between 2 neighboring residents? _____

List continuing education you have taken in the past 2 years, including Fair Housing, Redbook seminar, etc. _____

List your professional, community and Corpus Christi Apartment Association involvement. _____

What is the biggest professional crisis you have had to handle on your own?

What have you done to assist your manager in the success of your property?

What qualities do you have that make you successful in this field?

In 50 words or less tell us what meaning this award would mean to you.

Signature of manager/supervisor: _____

Entries can be submitted to CCAA by one of the following:

Fax - (361)852-0763

Email - admin@ccapartments.org

Mail - Corpus Christi Apartment Association, 5402 S. Staples, Suite 207, Corpus Christi, TX 78411

Please confirm with CCAA your submission was received.

CCAA endeavors to make this competition as fair and objective as possible. These questionnaires have been created to highlight objective criteria. All questionnaires for this category will be mailed to an Apartment Association Executive Director outside of Corpus Christi. The names of nominees and their companies will be removed so that the judge will have no knowledge of the individuals or companies represented. Winners will be announced and recognized at the Galaxy of Stars Awards Extravaganza in December. Winners will not be notified in advance.