



CORPUS CHRISTI APARTMENT ASSOCIATION

"Outstanding Housekeeper 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)

What was your number of make- ready's for these months? January _____; February _____;
March _____; April _____; May _____; June _____

List your job responsibilities. _____

What do you do that is NOT one of your responsibilities that contribute to the success of your property?

What is the biggest crisis you have had to face at your job and how did you handle it?

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.