



CORPUS CHRISTI APARTMENT ASSOCIATION

"Outstanding Community Manager Questionnaire"

Requirements: Questionnaire must be completed and signed by 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 prepare the annual budget for your property? _____ Yes _____ No

Year to date through June, what is your % over or under budget? _____% over; _____% under

What do you attribute this to? _____

What is your percent of turnover between January and June? _____

What do you attribute this to? _____

List any marketing, creative or innovative ideas you have utilized in.

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

How do you handle conflicts between two employees? _____

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. _____

Give an example of how you inspire others to be successful in their jobs.

In 50 words or less tell us what 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.