



CALL FOR ENTRY – 2019

It's time to enter your community into the
"2019 Best of Delaware Apartment Living Awards. "

This honor recognizes excellence within the industry in Delaware. Show the public and your peers that your community offers the physical qualities, marketing achievements and management caliber of an award-winning property.

All winners are bestowed with distinction to proudly display the "2019 Best of Delaware Apartment Living Award "and logo when advertising and marketing their communities.

Community nominations are judged within rental price point for each category entered.

Judging Categories for Properties (each eligible for 1st and 2nd Place Awards):

CATEGORY A
1960 and Prior

- \$900 and below
- \$901 and above

CATEGORY B
1960 to 1970

- \$925 and below
- \$906 to \$1000
- \$1001 to \$1100
- \$1101 and above

CATEGORY C
1971 to 1988

- \$975 and below
- \$976 to \$1125
- \$1126 to \$1200
- \$1201 and above

CATEGORY D
1989 to 2008

- \$1001 to \$1325
- \$1326 to above

CATEGORY E
2009 to Present

- \$1100 and below
- \$1101 and above

CATEGORY F
Affordable Housing

- \$925 and below
- \$926 to \$1000

MUST BE COMPLETED NO LATER THAN June 15, 2019

Please see a complete list of Best of Delaware categories

Please forward all participating community registrations via email to

Candy McVey at cmcvey@daaonline.org

BEST OF LUCK TO ALL 2019 PARTICIPANTS!



OFFICIAL RULES AND INSTRUCTIONS



PROPERTY / COMPANY NOMINATIONS

GENERAL RULES

1. Nominees must be DAA members in good standing.
2. Deadline: Nominations must be completed and requested by **June 15, 2019**. Any nominations received after June 15, 2019 will not be eligible.
3. Site visits will be conducted between August and September. Regional Manager and PMC interviews will be scheduled for the end of July
4. Complete a nomination summary form when a nomination is made.

PROPERTY MANAGEMENT NOMINATIONS RULES & REQUIRED MATERIALS

1. Nominees will be screened based on the required submission materials. Winners will be chosen from each category.
2. Current Marketing Materials (brochures, floor plans, etc.)
3. A short essay stating why your property deserves an Excellence in Property Management Award.
4. Complete a nomination summary form from the DAA.

WEBSITE NOMINATIONS

Will be judged by multiple judges on the look and feel of the site, functionality, ease of use and navigation.

INDIVIDUAL NOMINATIONS

GENERAL RULES

1. Nominee's company must be a DAA member in good standing.
2. Deadline: Nominations must be completed by **June 15, 2019**. Any nominations received after June 15, 2019 will not be eligible.
3. Interviews will be conducted with property staff finalist only the end of July.
4. The best daytime phone and mobile number must be included for each staff member for each nomination.

INDIVIDUAL NOMINATIONS RULES & REQUIRED MATERIALS

1. Nominees will be screened based on their required submitted materials including video. Winners will be chosen from each category.
2. REQUIRED MATERIALS: Job description; One (1) short essay explaining why nominee should be considered from a Direct Supervisor/Manager.
3. **VIDEO DUE BY JUNE 30TH. "NEW" THIS YEAR!!** Individuals must submit a 5-minute video show casing why they deserve this nomination. Nominee will receive further instructions from DAA office for Video guidelines and submission instructions. **FEEL FREE TO BE CREATIVE!!**
4. A mobile phone number for each nominee must be included so he or she can be easily contacted if they are selected as a finalist.



2019 BEST OF DELAWARE APARTMENT LIVING AWARDS



NOMINATION CATEGORY DESCRIPTIONS

LEASING AND MARKETING EXCELLENCE will be awarded to the community who displays a high level of understanding on how to lease their community to prospects and market their community through various marketing avenues.

MAINTENANCE EXCELLENCE will be awarded to the community whose maintenance appearance and processes will have shown to be outstanding. The community's overall maintenance appearance (i.e. maintenance common areas and shop) and processes will have been demonstrated by its ability to maintain a clean property with a high standard around curb appeal throughout the community. Additionally, Maintenance Excellence will have shown a high standard to follow common maintenance practices and procedures as indicated by maintenance logs or similar tracking methods.

INDIVIDUAL/TEAM SUBMISSION OF VIDEO, PICTURES OF SHOP AND MAKE READIES TO SHOW WHY YOU STAND ABOVE AND BEYOND.

OVERALL COMMUNITY EXCELLENCE is an award given to a property that is exemplary. The property that receives this award will have set the standard for property operations, curb appeal, outstanding customer service and a cohesive team that truly cares about the property's overall appearance and operations. Three categories will be included in Leasing and Marketing Excellence, Maintenance Excellence and Curb Appeal.

RENOVATED PROPERTY OF THE YEAR Similar to Property of the Year, this category recognizes a property that has been renovated within the last three years to improve its quality, aesthetics and/or all-around value. Renovated Property nominees will be required to submit before and after photos of the work along with the site plans.

REGIONAL MANAGER OF THE YEAR award recognizes the efforts, leadership and commitment of those Portfolio Managers whose attributes, quality and performance have helped to make their portfolio of properties and team a success. Those nominated for this award should possess exceptional leadership, property performance, financial performance and organizational skills. It is the leadership and skill set of the Portfolio Manager that motivates and inspires their team's performance. *This person must have at least two years' experience in this role.* **IN PERSON INTERVIEW WILL BE REQUIRED!!**

PROPERTY MANAGER OF THE YEAR award recognizes outstanding performance in the operations of the property. To be successful, a Property Manager must have a strong commitment to leadership, financial performance, resident retention and overall property performance. **INDIVIDUAL SUBMISSION OF VIDEO FROM NOMINEE AND AN ESSAY WILL BE REQUIRED FROM THE PERSON WHO NOMINATED INDIVIDUAL. BOTH DUE BY JUNE 30TH**

PROPERTY MANAGEMENT COMPANY OF THE YEAR award recognizes the property management company which is exemplary in all aspects of property management, community service and personnel excellence. *IN PERSON INTERVIEW WILL BE REQUIRED*

LEASING PROFESSIONAL OF THE YEAR award recognizes the top performers in leasing. A good leasing person is performance driven and naturally successful because of enthusiasm for the position, follow-up, sales skills and exemplary customer service. A property cannot be successful without the commitment of a dynamic leasing person and their exceptional closing skills.

INDIVIDUAL SUBMISSION OF VIDEO FROM NOMINEE AND AN ESSAY WILL BE REQUIRED FROM THE PERSON WHO NOMINATED INDIVIDUAL. BOTH DUE BY JUNE 30TH

MAINTENANCE TECH OF THE YEAR award was added to recognize efforts to support properties and management with outstanding performance. This person demonstrates a strong work ethic, a professional attitude and a willingness to learn from their managers to create a successful maintenance team.

INDIVIDUAL SUBMISSION OF VIDEO FROM NOMINEE AND AN ESSAY WILL BE REQUIRED FROM THE PERSON WHO NOMINATED INDIVIDUAL. BOTH DUE BY JUNE 30TH

MAINTENANCE SUPERVISOR OF THE YEAR the Maintenance Manager of the Year will be awarded to one who has shown outstanding efforts and organizational skills and who has maintained overall property performance and appearance. This professional demonstrates a strong ability to train and mentor others. A successful Maintenance Manager leads by example, possesses good leadership skills and always gives 110%.

INDIVIDUAL SUBMISSION OF VIDEO FROM NOMINEE AND AN ESSAY WILL BE REQUIRED FROM THE PERSON WHO NOMINATED INDIVIDUAL. BOTH DUE BY JUNE 30TH

MAINTENANCE TEAM OF THE YEAR will be awarded to the team who has shown outstanding efforts and organizational skills and who has maintained overall property performance and appearance. The team will have demonstrated a strong ability to work together and maintain a high set of standards. A successful team leads by example, possesses good leadership skills and always gives their community and its residents 110%.

COMMUNITY SERVICE AWARD (INDIVIDUAL & PMC) are given to those who go above and beyond in their community and through their charity efforts. Those that show care and compassion helping others will make perfect candidates for this award.

INDIVIDUAL SUBMISSION OF VIDEO FROM NOMINEE AND AN ESSAY WILL BE REQUIRED FROM THE PERSON WHO NOMINATED INDIVIDUAL. BOTH DUE BY JUNE 30TH

ROOKIE OF THE YEAR (ANY POSITION) This award is a great opportunity to recognize those individuals who have excelled within their first year and demonstrated a strong potential for long term success in our industry. *This person must have been in the industry for at least six months and have less than one year's experience in property management.*

INDIVIDUAL SUBMISSION OF VIDEO FROM NOMINEE AND AN ESSAY WILL BE REQUIRED FROM THE PERSON WHO NOMINATED INDIVIDUAL. BOTH DUE BY JUNE 30TH

WEBSITE EXCELLENCE is awarded to a Property Management Company website and to a Property website (two different awards) whose website possesses a user-friendly platform, which is easy to navigate through, shows amenities, is aesthetically pleasing, and reflects the overall Property Management Company or Property.

BUSINESS PARTNER OF THE YEAR is given to those who go above and beyond for the Delaware Apartment Association and through their sponsorship efforts and dedication to the association.

DAA BUSINESS PARTNER INDIVIDUAL VOLUNTEER OF THE YEAR is given to those who go above and beyond for the Delaware Apartment Association and through taking the time to volunteer during our association events, committees, membership meetings.

DAA PROPERTY MANAGEMENT VOLUNTEER OF THE YEAR are given to those who go above and beyond for the Delaware Apartment Association and through taking the time to volunteer during our association events, committees, membership meetings.

JUST A QUICK REFERENCE FOR SUBMISSIONS:

1. NOMINATION FORMS DUE BY **JUNE 15, 2019**
2. NOMINATION ESSAY FROM PERSON NOMINATING NOMINEE DUE BY **JUNE 30TH**
3. VIDEOS FROM INDIVIDUAL NOMINEES DUE BY **JUNE 30TH**
4. PMC of The Year Nominees must provide an electronic presentation of your company by **June 30th**

Business Partner of the Year, DAA Business Partner Individual Volunteer of the Year and DAA Property Management Volunteer of the Year – No charge- Please enter a name of nominee that you think is deserving of such an honor for each category. This will be followed by a voting poll after all nominations are in.

*Business Partner – is our supplier or vendor members.

Individual Nominees will receive further instructions on video guidelines and submissions from DAA Office once nominations are received.



DELAWARE APARTMENT ASSOCIATION BEST OF DELAWARE 2019 ENTRY FORM



Management Company _____ Community _____
 Address _____ # Units _____ Age of Property _____
 Email Address: _____ Hours of Operation _____ Category (see page 1) _____
 Community contact person _____

Please complete a separate entry form for each community. Entry fees are \$225 for the first category and an additional \$75 for each subsequent category. Property Management Company and Regional Manager Judging will take place by September 15th.

All forms must be received by the DAA no later than **June 15, 2019**

I am submitting my entry for the following categories of excellence:

Property Management Nominations

- Leasing and Marketing Excellence \$ _____
- Maintenance Excellence \$ _____
- Overall Community Excellence \$ _____
- Renovated Property of the Year \$ _____
- Website Excellence \$ _____
- Property Management company of the Year \$ _____
- Maintenance Team of the Year \$ _____
- Community Service Property Management Company \$ _____

Individual Nominations

- Regional Manager of the Year Name: _____ \$ _____
- Property Manager of the Year Name: _____ \$ _____
- Leasing Professional of the Year Name: _____ \$ _____
- Maintenance Tech of the Year Name: _____ \$ _____
- Maintenance Supervisor of the Year Name: _____ \$ _____
- Community Service Individual Name: _____ \$ _____
- Rookie of the Year (Any Position) Name: _____ \$ _____
- Business Partner Individual Volunteer of the Year Name: _____ \$ NA
- Business Partner of the Year Name: _____ \$ NA
- DAA PM Volunteer of the Year Name: _____ \$ NA

Total Amount Due \$ _____