Assistant Manager of the Year Award Submission Form

**Assistant Manager of the Year Award:**This award is presented to an assistant manager who has demonstrated knowledge and performance, significantly contributing to increased resident retention and occupancy levels. The recipient will have shown a strong commitment to fostering positive resident relations, ensuring timely rent collection, and maintaining a welcoming and well-managed property. Their proactive approach, dedication to excellence, and ability to support both residents and the management team have made a substantial impact on the success of the property.

📅 **Timeframe:** All information provided should reflect the period of January 1 – December 31, 2025. Only complete submissions will be considered.

# 📝 Nominee Information:

**Name:** Click or tap here to enter text.

**Property Name:** Click or tap here to enter text.

**Management Company:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**How long have you served as Assistant Manager at this property (in years):**  Click or tap here to enter text.

**Total years in the industry:**  Click or tap here to enter text.

# 🎓 Professional Credentials:

Please check any that apply:

[ ]  CALP [ ]  CAMT [ ]  CAM [ ]  CAPS [ ]  Other: Click or tap here to enter text.

# 📊 Property Impact:

**Average occupancy rate for 2025:** Click or tap here to enter text.

**Resident renewal rate in 2025:** Click or tap here to enter text.

**Average rent collection rate in 2025:** Click or tap here to enter text.

**Do you assist with team training or resident engagement planning:** [ ]  Yes [ ]  No

# 🌟 Operational Excellence & Support:

Describe your role in maintaining strong occupancy and ensuring timely rent collection: (Max 250 words)
Click or tap here to enter text.

How do you support the property manager and broader team in daily operations? (Max 150 words)
Click or tap here to enter text.

# 👥 Resident Relations & Problem-Solving:

How do you build relationships with residents and promote retention through service? (Max 250 words)
Click or tap here to enter text.

Share an example of a time you proactively addressed a challenge or resident concern: (Max 150 words)
Click or tap here to enter text.

# 🤝 CKAA & Community Involvement:

Briefly describe any involvement with CKAA or local outreach in 2025: (Max 100 words)
Click or tap here to enter text.

# 🗣️ Recommendation:

Please include one letter of recommendation from a supervisor, team member, or vendor who can speak to your professionalism and impact.