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C A M M E

A W A R D S

Comprehensive Guide for Entrants

VERSION 5.25.16

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SUB-CATEGORY & BUILD DATE DEFINITIONS

SUB-CATEGORIES (VINTAGE, LOW-RISE/GARDEN & MID-RISE/HI-RISE)

Several of our categories have specific building type sub-categories (i.e. Vintage, Low-Rise/Garden, Mid-Rise/Hi-Rise). A property may (by definition) fall into 2 categories. For example, a property may be considered both “Vintage” and “Low-Rise/Garden” per our definitions (provided below).

When this happens, it is up to the entering company to select which of the two they would like to compete under. However, please note that the property will have to compete under the same sub-category that the entrant selects wherever a sub-category is offered.

For example, if a property is by definition both Vintage and Mid-Rise/Hi-Rise, and a company decides to have that property compete as “Vintage,” it will compete as “Vintage” under Property Excellence, Leasing Professional, On-Site Manager, Etc. It cannot compete as a vintage property in Property Excellence, but Mid-Rise/Hi-Rise in Chief Engineer/Maintenance Supervisor.

SUB-CATEGORY DEFINITIONS:

Low-Rise/Garden: Any property with four (4) floors or fewer.

Mid-Rise/Hi Rise: Any property with five (5) floors or more.

Vintage: Any property built before 1965 that has not undergone “substantial rehabilitation.” Substantial rehabilitation has occurred when the total cost of the rehabilitation exceeds 50% of the property’s value. If a building built before 1965 has undergone substantial rehabilitation then the building should compete under the Garden, Mid-Rise/Hi-Rise or Affordable sub-categories (whichever applies).

BUILD DATE

The build date refers to the date the building received its first certificate of occupancy. If your building was built in 2 phases, the date of the oldest building’s certificate of occupancy is the date that you should use.

CATEGORY 1: Property Excellence, Vintage

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the property's exterior (i.e. like you would see it from the curb), with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (like reports) to support your examples.
 - Given your property's current financial status, describe how you're meeting or exceeding your: 1.) Revenue & occupancy, 2.) Expenses and 3.) Overall net operating income (NOI). Provide examples/back-up for all three points.
 - Explain your preventative maintenance program, its effectiveness on the overall operations of the property and how it benefits your property/asset overall (successes).
 - Identify & describe the reason for your success at maintaining property appearance, cleanliness, curb appeal, etc. (i.e. inspection schedule, etc.).
 - Provide key statistics, such as: closing rate, retention rate, occupancy rate, rent growth, etc.
 - Identify your marketing program and its effectiveness on: increased traffic, retention and renewals.
 - Describe your social media program, and how you track/gauge the success of it (providing documentation where available/possible).
 - Describe the programs or services you have developed/utilized on-site to ensure your resident retention/satisfaction, and what (you believe) the benefits of these programs are.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Owner's property financial and performance goal achievement
- Overall exterior condition, curb appeal, and maintenance
- Landscaping
- Overall property interior presentation (including cleanliness)
- Model apartment condition and design
- Major mechanical systems-regular & preventative maintenance
- Unit maintenance programs
- Marketing program effectiveness
- Community (neighborhood) outreach programs
- Corporate outreach programs
- Resident satisfaction programs
- Success of social media program

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 2: Property Excellence, Built Between 1965-1993, Low-Rise/Garden

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

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- Corporate outreach programs
- Resident satisfaction programs
- Success of social media program

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CATEGORY 3: Property Excellence, Built Between 1965-1993, Mid-Rise/Hi-Rise

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

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- Resident satisfaction programs
- Success of social media program

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CATEGORY 4: Property Excellence, Built Between 1994-2009, Low-Rise/Garden

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

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CATEGORY 5: Property Excellence, Built Between 1994-2009, Mid-Rise/Hi-Rise

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

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CATEGORY 6: Property Excellence, Built Between 2010-2015, Low-Rise/Garden

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CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

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- Resident satisfaction programs
- Success of social media program

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CATEGORY 7: Property Excellence, Built Between 2010-2015, Mid-Rise/Hi-Rise

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, design firms, landscaping companies, etc.

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CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Owner's property financial and performance goal achievement
- Overall exterior condition, curb appeal, and maintenance
- Landscaping
- Overall property interior presentation (including cleanliness)
- Model apartment condition and design
- Major mechanical systems-regular & preventative maintenance
- Unit maintenance programs
- Marketing program effectiveness
- Community (neighborhood) outreach programs
- Corporate outreach programs
- Resident satisfaction programs
- Success of social media program

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 8: Innovative Building Design

This category is only for buildings that have received their certificate of occupancy within the last 3 years. Examples of innovative design could involve: technological or building systems, a sustainable initiative, and/or an interesting design combining form & function.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, development firms, construction companies, engineering firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the property's exterior (i.e. like you would see it from the curb), with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as: manufacturer cut sheets, photos and copies of certifications).
 - Describe in detail how your property demonstrates innovation in sustainability, and provide examples to back it up (ideas: LEED Certification, NAHB Green Building Program Certification, mechanical, electrical, plumbing, finishes, features, landscaping, etc.).
 - Describe in detail how your property demonstrates innovation in architecture (interior/exterior), and provide examples to back it up (ideas: flow/functionality of space, finishes, design, structure, etc.).
 - Describe in detail how your property demonstrates innovation in technology, and provide examples to back it up (ideas: mechanical, electrical, plumbing, etc.).
 - Describe in detail how your property demonstrates innovation in amenities, and provide examples to back it up (ideas: yoga rooms, green walls, and/or innovative approaches to common amenities such as rooftops or computer lounges, etc.).
 - Describe in detail how your property demonstrates innovation as a site, and provide examples to back it up. This is where you can describe the "story of your site" and why it was built that way. For example, the building's position on the lot, manmade vs. natural elements, engineering, etc.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Technology
- Interior architecture
- Exterior architecture
- Amenities
- Property (as a whole)

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 9: On-Site Manager, Vintage

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the manager (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (like reports) to support your examples.
 - Explain your role in preparing/developing the budget (based on ownership goals), and how you manage to meet those expectations.
 - Identify your marketing program & describe its effectiveness on: increased traffic, retention and renewals.
 - Explain how you track/gauge the success of your social media program, and provide examples to back it up.
 - Describe the programs and/or services you have developed/used on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - Describe the outreach programs you do and what you believe the benefits of those programs are.
 - Share how you empower your team, and identify if any of your current or past employees have been promoted. Provide examples of how you cross-train your team.
 - Do you have a list of weekly or monthly tasks that you delegate to team members? Please answer this question and describe how you delegate & track them (the tasks).
 - Share a "story of your success" from your time as a manager (topic ideas: collections, resident satisfaction, streamlining a procedure, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & performance (based on ownership's goals)
- Occupancy goal achievement
- Maintenance reports/schedules
- Property cleanliness & appeal
- Marketing programs
- Community (neighborhood) involvement
- Resident retention programs
- Resident satisfaction programs
- Staff education/training, including Fair Housing
- Creativity & innovative ideas
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 10: On-Site Manager, Low-Rise/Garden

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the manager (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page), printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your role in preparing/developing the budget (based on ownership goals), and how you manage to meet those expectations.
 - Identify your marketing program & describe its effectiveness on: increased traffic, retention and renewals.
 - Explain how you track/gauge the success of your social media program, and provide examples to back it up.
 - Describe the programs and/or services your have developed/ utilized on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - Describe the outreach programs you do and what you believe the benefits of those programs are.
 - Share how you empower your team, and identify if any of your current or past employees have been promoted. Provide examples of how you cross-train your team.
 - Do you have a list of weekly or monthly tasks that you delegate to team members? Please answer this question and describe how you delegate & track them (the tasks).
 - Share a "story of your success" from your time as a manager (topic ideas: collections, resident satisfaction, streamlining a procedure, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & performance (based on ownership's goals)
- Occupancy goal achievement
- Maintenance reports/schedules
- Property cleanliness & appeal
- Marketing programs
- Community (neighborhood) involvement
- Resident retention programs
- Resident satisfaction programs
- Staff education/training, including Fair Housing
- Creativity & innovative ideas
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 11: On-Site Manager, Mid-Rise/Hi-Rise

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the manager (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page), printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your role in preparing/developing the budget (based on ownership goals), and how you manage to meet those expectations.
 - Identify your marketing program & describe its effectiveness on: increased traffic, retention and renewals.
 - Explain how you track/gauge the success of your social media program, and provide examples to back it up.
 - Describe the programs and/or services you have developed/used on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - Describe the outreach programs you do and what you believe the benefits of those programs are.
 - Share how you empower your team, and identify if any of your current or past employees have been promoted. Provide examples of how you cross-train your team.
 - Do you have a list of weekly or monthly tasks that you delegate to team members? Please answer this question and describe how you delegate & track them (the tasks).
 - Share a "story of your success" from your time as a manager (topic ideas: collections, resident satisfaction, streamlining a procedure, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & performance (based on ownership's goals)
- Occupancy goal achievement
- Maintenance reports/schedules
- Property cleanliness & appeal
- Marketing programs
- Community (neighborhood) involvement
- Resident retention programs
- Resident satisfaction programs
- Staff education/training, including Fair Housing
- Creativity & innovative ideas
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 12: Assistant to Property Manager, Vintage

This category is for assistant managers that act as the main support role/"right-hand person" for the property manager (not for those assistant managers who strictly do bookkeeping). This category is judged on Tuesday, August 16th only (no "make-up" dates), so please be sure entrant is available to be interviewed between 8:30 a.m.-6:00 p.m. that day before entering this category.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the assistant manager (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples.
 - o Explain your role in helping the property manager prepare/develop the budget (based on ownership goals), and how you manage to meet those expectations.
 - o Provide examples of how you assist your property manager with: occupancy, collections and office support.
 - o Describe how your collection measures impact the property's bottom line.
 - o Share an example of your leadership in a time when your manager was absent.
 - o Identify your marketing program & describe its effectiveness on: increased traffic, retention and renewals.
 - o Describe the programs and/or services your have developed/used on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - o Share examples of creative and/or innovative ideas that you have personally developed/implemented.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@capts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): 215 West-215 W. Washington, Chicago, IL 60606 on the 14th Floor. All communication should be handled through CAA.; Assistant Managers will be judged on Tuesday, August 16th. All entrants must call Lisa at CAA (312-207-1890 ext. 3) between July 6th-22nd to schedule their interview time. Appointment times are scheduled on a first come, first served basis (starting on 7/

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & performance (based on ownership's goals)
- Maintenance reports/schedules
- Marketing programs
- Occupancy challenges and resolution
- Resident retention programs
- Resident satisfaction programs
- Training/education programs, including Fair Housing
- Creativity & innovative ideas
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 13: Assistant to Property Manager, Low-Rise/Garden

This category is for assistant managers that act as the main support role/"right-hand person" for the property manager (not for those assistant managers who strictly do bookkeeping). This category is judged on Tuesday, August 16th only (no "make-up" dates), so please be sure entrant is available to be interviewed between 8:30 a.m.-6:00 p.m. that day before entering this category.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the assistant manager (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples.
 - o Explain your role in helping the property manager prepare/develop the budget (based on ownership goals), and how you manage to meet those expectations.
 - o Provide examples of how you assist your property manager with: occupancy, collections and office support.
 - o Describe how your collection measures impact the property's bottom line.
 - o Share an example of your leadership in a time when your manager was absent.
 - o Identify your marketing program & describe its effectiveness on: increased traffic, retention and renewals.
 - o Describe the programs and/or services your have developed/used on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - o Share examples of creative and/or innovative ideas that you have personally developed/implemented.

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DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@capts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): 215 West-215 W. Washington, Chicago, IL 60606 on the 14th Floor. All communication should be handled through CAA.; Assistant Managers will be judged on Tuesday, August 16th. All entrants must call Lisa at CAA (312-207-1890 ext. 3) between July 6th-22nd to schedule their interview time. Appointment times are scheduled on a first come, first served basis (starting on 7/

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & performance (based on ownership's goals)
- Maintenance reports/schedules
- Marketing programs
- Occupancy challenges and resolution
- Resident retention programs
- Resident satisfaction programs
- Training/education programs, including Fair Housing
- Creativity & innovative ideas
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 14: Assistant to Property Manager, Mid-Rise/Hi-Rise

This category is for assistant managers that act as the main support role/"right-hand person" for the property manager (not for those assistant managers who strictly do bookkeeping). This category is judged on Tuesday, August 16th only (no "make-up" dates), so please be sure entrant is available to be interviewed between 8:30 a.m.-6:00 p.m. that day before entering this category.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the assistant manager (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples.
 - o Explain your role in helping the property manager prepare/develop the budget (based on ownership goals), and how you manage to meet those expectations.
 - o Provide examples of how you assist your property manager with: occupancy, collections and office support.
 - o Describe how your collection measures impact the property's bottom line.
 - o Share an example of your leadership in a time when your manager was absent.
 - o Identify your marketing program & describe its effectiveness on: increased traffic, retention and renewals.
 - o Describe the programs and/or services your have developed/used on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - o Share examples of creative and/or innovative ideas that you have personally developed/implemented.

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JUDGING LOCATION & DATE(S): 215 West-215 W. Washington, Chicago, IL 60606 on the 14th Floor. All communication should be handled through CAA.; Assistant Managers will be judged on Tuesday, August 16th. All entrants must call Lisa at CAA (312-207-1890 ext. 3) between July 6th-22nd to schedule their interview time. Appointment times are scheduled on a first come, first served basis (starting on 7/

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & performance (based on ownership's goals)
- Maintenance reports/schedules
- Marketing programs
- Occupancy challenges and resolution
- Resident retention programs
- Resident satisfaction programs
- Training/education programs, including Fair Housing
- Creativity & innovative ideas
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 15: Leasing Professional, Vintage

This category is only for leasing professionals that spend 80% of their time (or more) leasing apartments. This category is judged on Tuesday, August 23rd only (no "make-up" dates), so please be sure entrant is available to be interviewed between 8:30 a.m.-6:00 p.m. that day before entering this category.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the leasing professional (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples.
 - o Give an example of your leasing successes either in increasing your closing ratios, or increasing the net effectiveness of your lease rent.
 - o Explain your role in assisting the management team.
 - o Describe the programs and/or services your have developed/used on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - o Identify an objection that you have to overcome on a regular basis, and describe how you overcome it.
 - o Describe how you keep up-to-date on the sub-market & comparable properties, and identify how often you visit comparable properties.
 - o Share how you impact resident satisfaction, and provide examples to back it up.
 - o Define & describe what makes you successful at customer service.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@capts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): 215 West-215 W. Washington, Chicago, IL 60606 on the 14th Floor. All communication should be handled through CAA.; Leasing Professionals will be judged on Tuesday, August 23rd. All entrants must call Lisa at CAA (312-207-1890 ext. 3) between July 6th-22nd to schedule their interview time. Appointment times are scheduled on a first come, first served basis (starting on

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Quantitative reports of leasing results (including closing ratios)
- Product knowledge
- Market knowledge & awareness
- Resident retention & interaction
- Teamwork
- Training/education programs, including Fair Housing
- Expertise & professionalism
- Knowledge of sub-market

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 16: Leasing Professional, Low-Rise/Garden

This category is only for leasing professionals that spend 80% of their time (or more) leasing apartments. This category is judged on Tuesday, August 23rd only (no "make-up" dates), so please be sure entrant is available to be interviewed between 8:30 a.m.-6:00 p.m. that day before entering this category.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the leasing professional (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples.
 - o Give an example of your leasing successes either in increasing your closing ratios, or increasing the net effectiveness of your lease rent.
 - o Explain your role in assisting the management team.
 - o Describe the programs and/or services your have developed/utilized on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - o Identify an objection that you have to overcome on a regular basis, and describe how you overcome it.
 - o Describe how you keep up-to-date on the sub-market & comparable properties, and identify how often you visit comparable properties.
 - o Share how you impact resident satisfaction, and provide examples to back it up.
 - o Define & describe what makes you successful at customer service.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@capts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): 215 West-215 W. Washington, Chicago, IL 60606 on the 14th Floor. All communication should be handled through CAA.; Leasing Professionals will be judged on Tuesday, August 23rd. All entrants must call Lisa at CAA (312-207-1890 ext. 3) between July 6th-22nd to schedule their interview time. Appointment times are scheduled on a first come, first served basis (starting on

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Quantitative reports of leasing results (including closing ratios)
- Product knowledge
- Market knowledge & awareness
- Resident retention & interaction
- Teamwork
- Training/education programs, including Fair Housing
- Expertise & professionalism
- Knowledge of sub-market

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 17: Leasing Professional, Mid-Rise/Hi-Rise

This category is only for leasing professionals that spend 80% of their time (or more) leasing apartments. This category is judged on Tuesday, August 23rd only (no "make-up" dates), so please be sure entrant is available to be interviewed between 8:30 a.m.-6:00 p.m. that day before entering this category.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the leasing professional (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples.
 - o Give an example of your leasing successes either in increasing your closing ratios, or increasing the net effectiveness of your lease rent.
 - o Explain your role in assisting the management team.
 - o Describe the programs and/or services you have developed/utilized on-site to ensure resident satisfaction/retention. Explain what you believe the benefits of those programs/services are.
 - o Identify an objection that you have to overcome on a regular basis, and describe how you overcome it.
 - o Describe how you keep up-to-date on the sub-market & comparable properties, and identify how often you visit comparable properties.
 - o Share how you impact resident satisfaction, and provide examples to back it up.
 - o Define & describe what makes you successful at customer service.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@capts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): 215 West-215 W. Washington, Chicago, IL 60606 on the 14th Floor. All communication should be handled through CAA.; Leasing Professionals will be judged on Tuesday, August 23rd. All entrants must call Lisa at CAA (312-207-1890 ext. 3) between July 6th-22nd to schedule their interview time. Appointment times are scheduled on a first come, first served basis (starting on

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Quantitative reports of leasing results (including closing ratios)
- Product knowledge
- Market knowledge & awareness
- Resident retention & interaction
- Teamwork
- Training/education programs, including Fair Housing
- Expertise & professionalism
- Knowledge of sub-market

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 18: Chief Engineer/Maintenance Supervisor, Vintage

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the chief engineer/maintenance supervisor (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your role in helping the property manager prepare/develop the budget (based on ownership goals), and how you manage to meet those expectations.
 - Describe how you assist your property manager (ideas include: cost savings programs, green initiatives, programs to preserve your asset/property, etc.).
 - Describe your role in resident satisfaction.
 - Define & describe the qualities that make you a good leader.
 - Describe your property's preventative maintenance program, its effect on the overall operations of the property and how it benefits your property overall (successes). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.).
 - Share how you work to maintain a standard of excellence in: curb appeal, unit turns, cleanliness, etc.
 - Describe the steps you take (processes you have in place) to train your staff and develop their professionalism.
 - Describe the schedule have you established for your team members for their daily tasks. Identify how tasks are delegated to them (i.e. are they delegated routinely).
 - Identify your role in the capital bidding process as well as your service contract bidding process (i.e. landscaping).
 - Explain your vendor scheduling process.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & achievement
- Cost savings programs
- Written preventative maintenance schedule
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Training/education programs, including Fair Housing
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 19: Chief Engineer/Maintenance Supervisor, Low-Rise/Garden

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the chief engineer/maintenance supervisor (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your role in helping the property manager prepare/develop the budget (based on ownership goals), and how you manage to meet those expectations.
 - Describe how you assist your property manager (ideas include: cost savings programs, green initiatives, programs to preserve your asset/property, etc.).
 - Describe your role in resident satisfaction.
 - Define & describe the qualities that make you a good leader.
 - Describe your property's preventative maintenance program, its effect on the overall operations of the property and how it benefits your property overall (successes). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.).
 - Share how you work to maintain a standard of excellence in: curb appeal, unit turns, cleanliness, etc.
 - Describe the steps you take (processes you have in place) to train your staff and develop their professionalism.
 - Describe the schedule have you established for your team members for their daily tasks. Identify how tasks are delegated to them (i.e. are they delegated routinely).
 - Identify your role in the capital bidding process as well as your service contract bidding process (i.e. landscaping).
 - Explain your vendor scheduling process.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caopts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & achievement
- Cost savings programs
- Written preventative maintenance schedule
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Training/education programs, including Fair Housing
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 20: Chief Engineer/Maintenance Supervisor, Mid-Rise/Hi-Rise

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the chief engineer/maintenance supervisor (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your role in helping the property manager prepare/develop the budget (based on ownership goals), and how you manage to meet those expectations.
 - Describe how you assist your property manager (ideas include: cost savings programs, green initiatives, programs to preserve your asset/property, etc.).
 - Describe your role in resident satisfaction.
 - Define & describe the qualities that make you a good leader.
 - Describe your property's preventative maintenance program, its effect on the overall operations of the property and how it benefits your property overall (successes). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.).
 - Share how you work to maintain a standard of excellence in: curb appeal, unit turns, cleanliness, etc.
 - Describe the steps you take (processes you have in place) to train your staff and develop their professionalism.
 - Describe the schedule have you established for your team members for their daily tasks. Identify how tasks are delegated to them (i.e. are they delegated routinely).
 - Identify your role in the capital bidding process as well as your service contract bidding process (i.e. landscaping).
 - Explain your vendor scheduling process.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & achievement
- Cost savings programs
- Written preventative maintenance schedule
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Training/education programs, including Fair Housing
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 21: Maintenance Team, Vintage

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the maintenance team members dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your team's role in assisting the chief engineer/maintenance supervisor in preparing/developing the budget (based on ownership goals), and how your team helped to meet those budget & ownership expectations.
 - Describe how your (maintenance) team works together to support your property manager, and provide examples to back it up (Ideas Include: cost savings programs, green initiatives, programs to preserve your property/asset, etc.).
 - Provide an example of how your (maintenance) team works together to support the property manager & each other on a daily basis.
 - Provide an example of how your (maintenance) team works together in an emergency.
 - Describe your (maintenance) team's role in resident satisfaction, and provide examples to back it up.
 - Identify the services that are performed in-house (by property staff) and those that are contracted out.
 - Describe your property's preventative maintenance program, and its effect on the overall operations of the property as well as how it benefits your property overall (successes).
 - Describe the preventative maintenance program's effect on the overall operations of the property, and how it benefits your property overall (successes). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & achievement
- Implementation of cost savings programs
- Written preventative maintenance schedule
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 22: Maintenance Team, Low-Rise/Garden

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the maintenance team members dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your team's role in assisting the chief engineer/maintenance supervisor in preparing/developing the budget (based on ownership goals), and how your team helped to meet those budget & ownership expectations.
 - Describe how your (maintenance) team works together to support your property manager, and provide examples to back it up (Ideas Include: cost savings programs, green initiatives, programs to preserve your property/asset, etc.).
 - Provide an example of how your (maintenance) team works together to support the property manager & each other on a daily basis.
 - Provide an example of how your (maintenance) team works together in an emergency.
 - Describe your (maintenance) team's role in resident satisfaction, and provide examples to back it up.
 - Identify the services that are performed in-house (by property staff) and those that are contracted out.
 - Describe your property's preventative maintenance program, and its effect on the overall operations of the property as well as how it benefits your property overall (successes).
 - Describe the preventative maintenance program's effect on the overall operations of the property, and how it benefits your property overall (successes). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & achievement
- Implementation of cost savings programs
- Written preventative maintenance schedule
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 23: Maintenance Team, Mid-Rise/Hi-Rise

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the maintenance team members dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - Explain your team's role in assisting the chief engineer/maintenance supervisor in preparing/developing the budget (based on ownership goals), and how your team helped to meet those budget & ownership expectations.
 - Describe how your (maintenance) team works together to support your property manager, and provide examples to back it up (Ideas Include: cost savings programs, green initiatives, programs to preserve your property/asset, etc.).
 - Provide an example of how your (maintenance) team works together to support the property manager & each other on a daily basis.
 - Provide an example of how your (maintenance) team works together in an emergency.
 - Describe your (maintenance) team's role in resident satisfaction, and provide examples to back it up.
 - Identify the services that are performed in-house (by property staff) and those that are contracted out.
 - Describe your property's preventative maintenance program, and its effect on the overall operations of the property as well as how it benefits your property overall (successes).
 - Describe the preventative maintenance program's effect on the overall operations of the property, and how it benefits your property overall (successes). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.). Include your timeframes as well as what is completed in what timeframes (i.e. major mechanical, unit inspections/pm's, project planning, financial/green practices, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Budget preparation & achievement
- Implementation of cost savings programs
- Written preventative maintenance schedule
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 24: Maintenance Professional, Vintage

This category is for maintenance professionals (including janitorial professionals) that complete work orders and act as a support to the chief engineer/maintenance supervisor.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the maintenance professional (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - o Identify & describe your position's job responsibilities.
 - o Describe your property's preventative maintenance program, its effect on the overall operations of the property and how it benefits your property overall (successes).
 - o Provide an example of a time when you supported your chief engineer/maintenance supervisor.
 - o Describe your role in resident satisfaction, and provide examples to back it up.
 - o Explain the steps you take to ensure apartment turnovers are completed in a timely fashion and to the highest quality standards.
 - o Provide details on any continuing education you have completed to improve your expertise/grow professionally.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Implementation of cost savings programs
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Participation of/role within preventative maintenance program
- Work order per month completion
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 25: Maintenance Professional, Low-Rise/Garden

This category is for maintenance professionals (including janitorial professionals) that complete work orders and act as a support to the chief engineer/maintenance supervisor.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the maintenance professional (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - o Identify & describe your position's job responsibilities.
 - o Describe your property's preventative maintenance program, its effect on the overall operations of the property and how it benefits your property overall (successes).
 - o Provide an example of a time when you supported your chief engineer/maintenance supervisor.
 - o Describe your role in resident satisfaction, and provide examples to back it up.
 - o Explain the steps you take to ensure apartment turnovers are completed in a timely fashion and to the highest quality standards.
 - o Provide details on any continuing education you have completed to improve your expertise/grow professionally.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Implementation of cost savings programs
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Participation of/role within preventative maintenance program
- Work order per month completion
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 26: Maintenance Professional, Mid-Rise/Hi-Rise

This category is for maintenance professionals (including janitorial professionals) that complete work orders and act as a support to the chief engineer/maintenance supervisor.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the maintenance professional (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as reports) to support your examples.
 - o Identify & describe your position's job responsibilities.
 - o Describe your property's preventative maintenance program, its effect on the overall operations of the property and how it benefits your property overall (successes).
 - o Provide an example of a time when you supported your chief engineer/maintenance supervisor.
 - o Describe your role in resident satisfaction, and provide examples to back it up.
 - o Explain the steps you take to ensure apartment turnovers are completed in a timely fashion and to the highest quality standards.
 - o Provide details on any continuing education you have completed to improve your expertise/grow professionally.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Implementation of cost savings programs
- Communication with property manager (& regional manager if applicable)
- Overall property appearance, including exterior grounds
- Cleanliness of all areas, including both common & mechanical areas
- Knowledge & maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Resident retention & interaction
- Participation of/role within preventative maintenance program
- Work order per month completion
- Expertise & professionalism

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 27: Community Renovation, Under \$1 Million

This category is for properties that have had interior, exterior, or interior & exterior renovations that have cost less than \$1 million. Renovations must be completed by the entry deadline date in order for these properties to be eligible to enter.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, interior design firms, general contractors, product/service providers and/or installers, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS from before the renovation labeled Before, along with the entry number in the filename, AND 2 JPEGS from after the renovation labeled After, along with the entry number in the filename (for a total of 4 JPEGS) emailed to Lisa Henning by the July 1 (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as budgets/reports/press releases/resident comments/etc.) that communicates: the extent of the renovation, what was accomplished by the renovation, and "back-up" for examples you provide.
 - o Describe the rationale/reasoning behind the renovation.
 - o Identify the objective of the renovation.
 - o Describe the scope of work (all the work that was done) in detail.
 - o Outline the budget for the renovation and the cost of the renovation. Identify if the renovation met or exceeded the budget.
 - o Describe what was accomplished by the renovation (including the return on the investment).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Reflects current consumer trends
- Cost effectiveness
- Well-implemented, timely/organized plan
- Consistent use of materials
- Improved value of the property
- Value added to the property's neighborhood

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 28: Community Renovation, Over \$1 Million

This category is for properties that have had interior, exterior, or interior & exterior renovations that have cost more than \$1 million. Renovations must be completed by the entry deadline date in order for these properties to be eligible to enter.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, interior design firms, general contractors, product/service providers and/or installers, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS from before the renovation labeled Before, along with the entry number in the filename, AND 2 JPEGS from after the renovation labeled After, along with the entry number in the filename (for a total of 4 JPEGS) emailed to Lisa Henning by the July 1 (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as budgets/reports/press releases/resident comments/etc.) that communicates: the extent of the renovation, what was accomplished by the renovation, and "back-up" for examples you provide.
 - o Describe the rationale/reasoning behind the renovation.
 - o Identify the objective of the renovation.
 - o Describe the scope of work (all the work that was done) in detail.
 - o Outline the budget for the renovation and the cost of the renovation. Identify if the renovation met or exceeded the budget.
 - o Describe what was accomplished by the renovation (including the return on the investment).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Reflects current consumer trends
- Cost effectiveness
- Well-implemented, timely/organized plan
- Consistent use of materials
- Improved value of the property
- Value added to the property's neighborhood

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 29: Renovation, Unit

This category is for properties that have had renovations done to their units. While only a single unit will be judged for properties that enter this category, 30% or more of all the units scheduled for renovation that year must be completed by the entry deadline date in order to be eligible to enter.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: architecture firms, interior design firms, general contractors, product/service providers and/or installers, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs from before the renovation labeled Before, along with the entry number in the filename, AND 2 JPEGs from after the renovation labeled After, along with the entry number in the filename (for a total of 4 JPEGs) emailed to Lisa Henning by the July 1 (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) printed and available on-site for judges. Wherever possible, include documentation (such as budgets/reports/press releases/resident comments/etc.) that communicates: the extent of the renovation, what was accomplished by the renovation, and "back-up" for examples you provide.
 - o Describe the rationale/reasoning behind the renovation.
 - o Identify the objective of the renovation.
 - o Describe the scope of work (all the work that was done) in detail.
 - o Outline the budget for the renovation and the cost of the renovation. Identify if the renovation met or exceeded the budget.
 - o Describe what was accomplished by the renovation (including the return on the investment).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

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JUDGING LOCATION & DATE(S): On-Site (At the Property); Judges will be instructed to call the property directly to make an appointment at the property for any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Reflects current consumer trends
- Cost effectiveness
- Well-implemented, timely/organized plan
- Consistent use of materials
- Improved value of the property
- Value added to the property's neighborhood

REMEMBER: Be sure to review these criteria when putting your materials together. Before your judging appointment, review the judging criteria again to make sure you can answer any questions you might be asked in relation to them.

CATEGORY 30: Curb Appeal, Low-Rise/Garden

The properties that enter this category will be judged on both their landscaping as well as their on-site signage. Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: landscaping companies, landscape architects, signage companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the exterior of your property or property entrance signage, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- No other materials need to be provided for this category.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: Not applicable for this category.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property-Judges Not Required to Check in with the Property); Judges will be instructed to visit the property (no appointment required for this category only) any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Overall design
- Originality
- Color
- Use of flowers, trees, shrubs & other plantings
- Use of hardscapes & structures (i.e. rock borders, raised planters, benches, gazebos, etc.)
- Signage

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 31: Curb Appeal, Mid-Rise/Hi-Rise

The properties that enter this category will be judged on both their landscaping as well as their on-site signage. Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: landscaping companies, landscape architects, signage companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the exterior of your property or property entrance signage, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- No other materials need to be provided for this category.

RESTRICTIONS ON THIS CATEGORY’S MATERIALS: Not applicable for this category.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): On-Site (At the Property-Judges Not Required to Check in with the Property); Judges will be instructed to visit the property (no appointment required for this category only) any date/time within the August 15th-August 26th official judging days.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Overall design
- Originality
- Color
- Use of flowers, trees, shrubs & other plantings
- Use of hardscapes & structures (i.e. rock borders, raised planters, benches, gazebos, etc.)
- Signage

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 32: Rookie Property Professional

This category is for site-level professionals that have been hired by a property management company within the last 12 months (from the entry deadline date) and are new to the property management side of the industry. Rookies must be entered by a supervisor and/or team member. This supervisor/team member will be responsible for preparing all the materials for judging.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the rookie (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples. DO NOT include the entrant's name OR ANY OTHER identifying language (i.e. the property name, management company name, etc.) in the pdf (why you MUST include the entry number).
 - o Provide the date the rookie was hired.
 - o Share why you have entered this rookie (what makes them stand apart).
 - o Describe how this rookie contributes to the overall success of the property.
 - o Provide examples of any instances where the rookie demonstrated outstanding financial/cost-saving service (such as in: resident satisfaction occupancy, building operations, preventative maintenance, etc.).
 - o Describe how the rookie's efforts translate into greater service for the residents.
 - o Describe how the rookie goes above & beyond their job responsibilities/job description.
 - o Share how the rookie has impacted team performance and/or satisfaction, providing at least 1 example to back it up.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Outstanding level of service to residents
- Outstanding financial/cost-saving service
- Went above & beyond job responsibilities
- Impact on team performance or satisfaction

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 33: Rookie Associate Professional

This category is for professionals that have been hired by a vendor/associate/supplier company within the last 12 months (from the entry deadline date) and are new to that (vendor) side of the industry. Rookies must be entered by a supervisor and/or team member. This supervisor/team member will be responsible for preparing all the materials for judging.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of the rookie (only) dressed to company code/professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. Wherever possible, include documentation (such as reports) to support your examples. DO NOT include the entrant's name OR ANY OTHER identifying language (i.e. the name of the rookie's company, etc.) in the pdf (why you MUST include the entry number).
 - o Provide the date the rookie was hired.
 - o Share why you have entered this rookie (what makes them stand apart).
 - o Describe how this rookie contributes to the overall success of the company.
 - o Provide examples of any instances where the rookie demonstrated outstanding financial/cost-saving service (such as in: customer satisfaction, company operations, etc.).
 - o Describe how the rookie's efforts translate into greater service for the company's clients.
 - o Describe how the rookie goes above & beyond their job responsibilities/job description.
 - o Share how the rookie has impacted team performance and/or satisfaction, providing at least 1 example to back it up.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Outstanding level of service to customers
- Outstanding financial/cost-saving service
- Went above & beyond job responsibilities
- Impact on team performance or satisfaction

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 34: Associate Partner of the Year

This category is for (paid) 2016 CAA associate member companies.

CAN VENDORS CO-ENTER IN THIS CATEGORY? This category may not be co-entered.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of the associate member company's team (employees) dressed professionally, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline. The materials & documentation you provide should ALL be from the year 2015.
 - Describe the relationship your company has with its customers & what sets it apart in this regard.
 - Share what you think makes your company the best candidate for this award.
 - Provide the detail of the financial contributions your company made to CAA outside of your annual membership dues (i.e. event attendance, sponsorships, PAC donations, etc.).
 - Describe how your company contributed to CAA outside of your financial involvement, and provide detail to back it up (i.e. volunteered at events, who participated in what committees, etc.).
 - Include a minimum of 4 reference letters: 1 from one of your company's employees and 3 from management company customers who are members of CAA.
 - Additionally, include a minimum of 2 photos of your employees at CAA events.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- CAA involvement
- Reference letters
- Provides outstanding service to customers

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 35: Resident Relations & Retention Initiative or Program

This category is for the events/themes/initiatives that your property has conducted specifically for your residents. Examples include: seasonal decorations/themes in your clubroom, social events and services you offer to capitalize on your property's amenity areas. If you would like to enter a community service-related initiative (support outside philanthropies), the correct category to enter is "Community Service Property." Community service initiatives should not be entered into this category.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: philanthropies/charities, service providers, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs from your resident initiative/event/program, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Identify & describe the initiative/program.
 - Share why you chose this program, and describe how you executed it.
 - Explain how the initiative/program has affected your retention/renewals.
 - Share what you've seen as a result of the initiative/program (what was the outcome).
 - Include a minimum of 2 resident testimonials.
 - Additionally, include any promotional materials used (i.e. event flyers, invitations, etc.), photos from the event/initiative, and copies of any local press attention the event/initiative received (i.e. newspaper articles, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Clarity of initiative/program concept
- Creativity
- Achievement of purpose
- Resident participation

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 36: Community Service Program, Property

This category is for properties that have conducted a program or held a single initiative/event that: supported a philanthropy, was planned by the property staff, and where the property staff and/or residents had to make a commitment of time and/or money. Examples include: partnering with a food bank on a food drive, collecting professional attire for Dress for Success, cleaning up/painting a local school, etc.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: the partnering local/national philanthropy/charity.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS from your community service event or initiative, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - o Identify & describe the program/event.
 - o Share why you chose this program/event, and describe how you executed it.
 - o Explain what the outcome of this program/event was (i.e. \$ raised, number of participants, etc.).
 - o Include any promotional materials used for this program/event (i.e. event flyers, invitations, etc.), photos from the program/event, and copies of any local press attention the program/event received (i.e. newspaper articles, etc.).
 - o Optional: Include up to 2 testimonials.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Clarity of initiative/program concept
- Creativity
- Achievement of purpose
- Participation

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 37: Community Service Program, Corporate

This category is for management or vendor companies that have conducted/held a program or held a single initiative/event that: supported a philanthropy, was planned by the company's employees, and the company's employees had to make a commitment of time and/or money. Examples include: volunteering at a Ronald McDonald House, putting together a group of employees to run for Team PAWS in the Chicago Marathon, serving meals at a local homeless shelter, sponsoring and supporting a Wounded Warrior Project event, etc.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with the entering management or vendor company. Potential vendor co-entrants could include: the partnering local or national philanthropy/charity.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs from your community service event or initiative, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - o Identify & describe the program/event.
 - o Share why you chose this program/event, and describe how you executed it.
 - o Explain what the outcome of this program/event was (i.e. \$ raised, number of participants, etc.).
 - o Include any promotional materials used for this program/event (i.e. event flyers, invitations, etc.), photos from the program/event, and copies of any local press attention the program/event received (i.e. newspaper articles, etc.).
 - o Optional: Include up to 2 testimonials.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF may not exceed 20 pages. If the PDF exceeds the 20 allowed, 1 point will be deducted from the entrant's overall score for every additional page.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Clarity of initiative/program concept
- Creativity
- Achievement of purpose
- Participation

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 38: Website, Property

This category is for websites that only feature a single property.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: the partnering local or national philanthropy/charity.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single screenshot of your property's website, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Provide the website address of your property's website.
 - Identify who your market is.
 - Identify what your objectives were.
 - Describe the steps you took to reach that market & meet those objectives.
 - Describe how you evaluated/measured how you reached your market & objectives.
 - Describe the outcome (including if you saw any growth of traffic as a result).
 - Include: Screenshots of the website for judges as supplements to the website address you provide.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Ease of navigation/use
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 39: Website, Corporate

This category is only for management company websites.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a management company. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, web developers, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single screenshot of your company's website, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Provide the website address of your management company's website.
 - Identify who your market is.
 - Identify what your objectives were.
 - Describe the steps you took to reach that market & meet those objectives.
 - Describe how you evaluated/measured how you reached your market & objectives.
 - Describe the outcome (including if you saw any growth of traffic as a result).
 - Include: Screenshots of the website for judges as supplements to the website address you provide.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Ease of navigation/use
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 40: Social Media Program, Property

This category is for properties to provide & submit information on 1 or more of their social media platforms (i.e. Facebook, Twitter, Instagram) they use, and they feel reflects their best work. The number of platforms the property can cover is only limited to the number of platforms it uses. Only 1 property should be covered in each entry (1 entry per property).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single screenshot from one of your property's social media platforms, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Identify the social media platforms from your property that you will cover in your entry. Provide screenshots from, and the website addresses for, all of the platforms that you identify.
 - Share why you selected the platforms that you selected.
 - Identify who your market is.
 - Identify what your objectives were.
 - Describe the steps you took to reach that market & meet those objectives.
 - Describe how you evaluated/measured how you reached your market & objectives.
 - Describe the outcome (including: growth in # of followers, interaction/engagement, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapt.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 41: Social Media Program, Corporate

This category is for management companies (management companies only) to provide & submit information on 1 or more of the social media platforms (i.e. Facebook, Twitter, Instagram) that their company uses, and they feel reflects their best work. The number of platforms the management company can cover in its materials is only limited to the number of platforms it uses.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a management company. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single screenshot from one of your company's social media platforms, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Identify the social media platforms from your management company that you will cover in your entry. Provide screenshots from, and the website addresses for, all of the platforms that you identify.
 - Share why you selected the platforms that you selected.
 - Identify who your market is.
 - Identify what your objectives were.
 - Describe the steps you took to reach that market & meet those objectives.
 - Describe how you evaluated/measured how you reached your market & objectives.
 - Describe the outcome (including: growth in # of followers, interaction/engagement, etc.).

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 42: Individual Marketing/Advertising Piece, Property

This category is for properties to provide & submit information on 1 piece/example of their marketing/advertising. Only 1 piece for a single property should be covered per entry. Examples include: a brochure, a billboard, a mobile application, etc.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single screenshot or image of your property's site/piece, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Provide a screenshot/picture/image of the item from your property's marketing/advertising that you are entering, as well as the website address (if applicable).
 - Identify who your market is.
 - Identify what your objectives were.
 - Describe the steps you took to reach that market & meet those objectives.
 - Describe how you evaluated/measured how you reached your market & objectives.
 - Describe the outcome.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 43: Individual Marketing/Advertising Piece, Corporate

This category is for management companies (management companies only) to provide & submit information on 1 piece/example of their marketing/advertising. Only 1 piece should be covered per entry. Examples include: a brochure, a billboard, a mobile application, etc.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single screenshot or image of your company's site/piece, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - Provide a screenshot/picture/image of the item you are entering from your management company's marketing/advertising, as well as the website address (if applicable).
 - Identify who your market is.
 - Identify what your objectives were.
 - Describe the steps you took to reach that market & meet those objectives.
 - Describe how you evaluated/measured how you reached your market & objectives.
 - Describe the outcome.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 44: Comprehensive Marketing/Advertising Program, Associate Company

This category is for associate (vendor/supplier) companies (not properties or management companies) to provide & submit information on 4 or more pieces/samples from their company's (not one they are doing for a property/management company) new, current, or ongoing marketing and/or advertising program. Examples include: a brochure, a billboard, a social media campaign, email marketing campaign, etc.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with the entering vendor company. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single piece/sample of one of the items from your company's marketing/advertising program, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - o Provide screenshots, pictures, copies and website addresses (etc.) for the items you are entering from your (vendor) company's marketing/advertising program.
 - o Identify who your market is.
 - o Identify what your objectives were.
 - o Describe the steps you took to reach that market & meet those objectives.
 - o Describe how you evaluated/measured how you reached your market & objectives.
 - o Describe the outcome.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 45: Comprehensive Marketing/Advertising Program, Management Company

This category is for management companies (management companies only) to provide & submit information on 4 or more pieces/samples from their new, current, or ongoing marketing and/or advertising program. Examples include: a brochure, a billboard, a social media campaign, email marketing campaign, etc.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a management company. Potential vendor co-entrants could include: marketing firms, graphic designers, advertising agencies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS, each featuring a single piece/sample of one of the items from your company's marketing/advertising program, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains the documents/responses to bullet points outlined below (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
 - o Provide screenshots, pictures, copies and website addresses (etc.) for the items you are entering from your management company's marketing/advertising program.
 - o Identify who your market is.
 - o Identify what your objectives were.
 - o Describe the steps you took to reach that market & meet those objectives.
 - o Describe how you evaluated/measured how you reached your market & objectives.
 - o Describe the outcome.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Concept
- Content
- Design of layout
- Graphic element design (images, illustrations, photos, graphics)
- Clarity of message
- Achievement of purpose
- Creativity

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 46: Community Leasing Center

This category is only for properties with spaces solely devoted to staff leasing apartments (not clubhouses or other common areas).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of your property's leasing center, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your leasing center that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
- 1 two (2) minute (max) YouTube video, prepared by property staff & loaded to YouTube by property staff, that shows the leasing center. The website address (link) to your YouTube video should be included in the body of the email sent to Lisa Henning by the July 14th material deadline) with your JPEGs and PDF for this category attached.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

MATERIAL SUBMISSION RULES: Only 1 email with materials should be sent per entry. All files submitted in the email must have the entry number (*assigned by CAA after you submit your entry form*) in all of the filenames to help prevent files from being lost, misplaced or being incorrectly assigned. You will receive an email confirming receipt within 2 weeks of emailing your submission, so follow up if you do not receive one by then.

JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Appeal of entry area
- Accessibility
- Professional atmosphere
- Privacy of closing area
- Innovative approach to use of space
- Fair Housing posters visible
- Design is complimentary to the architecture of the property
- Functional layout

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 47: Community Amenities Package, Vintage

This category is for properties that have indoor and/or outdoor amenities that are available for resident use (retail space is not applicable). Amenity examples include: fitness centers, dog spas, pools, etc.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, sign companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of your property's amenities (one amenity shown in each photo), with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your amenities that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
- 1 two (2) minute long (max) YouTube video, prepared by property staff & loaded to YouTube by property staff, that shows your property's amenities. The website address (link) to your YouTube video should be included in the body of the email sent to Lisa Henning by the July 14th material deadline) with your JPEGS and PDF for this category attached.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

DEADLINE FOR ALL MATERIALS: All materials must be emailed to Lisa Henning at lisa@caapts.org by **WEDNESDAY, JULY 14th**.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Innovative approach to use of space
- Functional layout of amenities
- Marketing appeal
- Design

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 48: Community Amenities Package, Low-Rise/Garden

This category is for properties that have indoor and/or outdoor amenities that are available for resident use (retail space is not applicable). Amenity examples include: fitness centers, dog spas, pools, etc.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, sign companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of your property's amenities (one amenity shown in each photo), with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
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CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Innovative approach to use of space
- Functional layout of amenities
- Marketing appeal
- Design

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 49: Community Amenities Package, Mid-Rise/Hi-Rise

This category is for properties that have indoor and/or outdoor amenities that are available for resident use (retail space is not applicable). Amenity examples include: fitness centers, dog spas, pools, etc.

Definitions for Vintage, Low-Rise/Garden and Mid-Rise/Hi-Rise can be found on the definitions page of this document, page 3.

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, sign companies, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of your property's amenities (one amenity shown in each photo), with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your amenities that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Innovative approach to use of space
- Functional layout of amenities
- Marketing appeal
- Design

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 50: Model, Studio/Efficiency/Convertible, Under \$15,000

This category is for properties that have spent less than \$15,000 to set up their model (any renovation costs should not be included).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of your property's model, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your model that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
- 1 two (2) minute long (max) YouTube video, prepared by property staff & loaded to YouTube by property staff, that shows all of the rooms in the model. The website address (link) to your YouTube video should be included in the body of the email sent to Lisa Henning by the July 14th material deadline) with your JPEGs and PDF for this category attached.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Use of accessories
- Furniture placement & scale
- Textures
- Use of color
- Compliments the intended market
- Leaves a lasting impression

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 51: Model, Studio/Efficiency/Convertible, Over \$15,000

This category is for properties that have spent more than \$15,000 to set up their model (any renovation costs should not be included).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of your property's model, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your model that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
- 1 two (2) minute long (max) YouTube video, prepared by property staff & loaded to YouTube by property staff, that shows all of the rooms in the model. The website address (link) to your YouTube video should be included in the body of the email sent to Lisa Henning by the July 14th material deadline) with your JPEGs and PDF for this category attached.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Use of accessories
- Furniture placement & scale
- Textures
- Use of color
- Compliments the intended market
- Leaves a lasting impression

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 52: Model, One Bedroom/One Bedroom Den, Under \$20,000

This category is for properties that have spent less than \$20,000 to set up their model (any renovation costs should not be included).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of your property's model, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your model that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
- 1 two (2) minute long (max) YouTube video, prepared by property staff & loaded to YouTube by property staff, that shows all of the rooms in the model. The website address (link) to your YouTube video should be included in the body of the email sent to Lisa Henning by the July 14th material deadline) with your JPEGs and PDF for this category attached.

RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

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JUDGING LOCATION & DATE(S): Online (CAA Website); Judges will be able to access the materials on the CAA website during the August 15th to August 26th official judging days, starting at 9:00 a.m. CST on August 15th.

CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Use of accessories
- Furniture placement & scale
- Textures
- Use of color
- Compliments the intended market
- Leaves a lasting impression

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 53: Model, One Bedroom/One Bedroom Den, Over \$20,000

This category is for properties that have spent more than \$20,000 to set up their model (any renovation costs should not be included).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGs of your property's model, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your model that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
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RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

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CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Use of accessories
- Furniture placement & scale
- Textures
- Use of color
- Compliments the intended market
- Leaves a lasting impression

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 54: Model, Two/Three Bedroom, Under \$25,000

This category is for properties that have spent less than \$25,000 to set up their model (any renovation costs should not be included).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of your property's model, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
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RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

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CRITERIA YOUR ENTRY WILL BE JUDGED AGAINST FOR THIS CATEGORY (JUDGING CRITERIA):

- Use of accessories
- Furniture placement & scale
- Textures
- Use of color
- Compliments the intended market
- Leaves a lasting impression

REMEMBER: Be sure to review these criteria when putting your materials together.

CATEGORY 55: Model, Two/Three Bedroom, Over \$25,000

This category is for properties that have spent more than \$25,000 to set up their model (any renovation costs should not be included).

CAN VENDORS CO-ENTER IN THIS CATEGORY? Vendors are invited to co-enter with a property. Potential vendor co-entrants could include: furniture rental/supplier companies, interior design firms, etc.

ALL MATERIALS ENTRANT IS REQUIRED TO COMPILE & SUBMIT FOR THIS CATEGORY:

- 2 JPEGS of your property's model, with the entry number in the file names, emailed to Lisa Henning by the July 14th material deadline. (These photos will be used in the Nov. 3rd awards dinner PowerPoint and will not be seen by judges.)
- 1 PDF that contains a narrative on your model that covers each of the judging criteria (with the entry number on the first page) emailed to Lisa Henning by the July 14th material deadline.
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RESTRICTIONS ON THIS CATEGORY'S MATERIALS: The PDF should have a maximum total of 1200 words, and the video should be 2 (max) minutes long. Entrants that have more than 1200 words in their PDF will have 3 points deducted from their overall score. Additionally, judges will be instructed to stop watching the video after 2 minutes.

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- Furniture placement & scale
- Textures
- Use of color
- Compliments the intended market
- Leaves a lasting impression

REMEMBER: Be sure to review these criteria when putting your materials together.

2016 CAMME CATEGORIES & WHO CAN ENTER THEM

CATEGORY NAME	PROPERTIES	MANAGEMENT COMPANIES (CORPORATE)	VENDOR COMPANIES	VENDORS CAN CO-ENTER
Property Excellence <i>(All Property Excellence)</i>	•			•
Innovative Building Design	•			•
On-Site Manager* <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			
Assistant to Property Manager* <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			
Leasing Professional* <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			
Chief Engineer/Maintenance Supervisor* <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			
Maintenance Team* <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			
Maintenance Professional* <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			
Community Renovation <i>(Under \$1 Million & Over \$1 Million)</i>	•			•
Renovation-Unit	•			•
Curb Appeal <i>(Low-Rise/Garden & Mid-Rise/Hi-Rise)</i>	•			•
Rookie Property Professional*	•			
Rookie Associate Professional*			•	
Associate Partner of the Year			•	
Resident Relations & Retention Initiative or Program	•			•
Community Service Program-Property	•			•
Community Service Program-Corporate	•			•
Website-Property	•			•
Website-Corporate		•		•
Social Media Program-Property	•			•
Social Media Program-Corporate		•		•
Individual Marketing/Advertising Piece-Property	•			•
Individual Marketing/Advertising Piece-Corporate		•		•
Comprehensive Marketing/Advertising Program-Associate Company			•	•
Comprehensive Marketing/Advertising Program-Management Company		•		•
Community Leasing Center	•			•
Community Amenities Package <i>(Low-Rise/Garden, Vintage & Mid-Rise/Hi-Rise)</i>	•			•
Models <i>(All Models)</i>	•			•

*Is a category where the nominee is an individual (person) or a team of people in the case of Maintenance Team.

A full page PDF of this table can be found at www.cammeawards.com.