

This category recognizes outstanding Assistant Managers who participate in day-to-day operations on a property. Any on-site professional whose primary responsibility is to assist the on-site manager with leasing and/or management is eligible.

Judging Criteria will be based on a 1,200-word questionnaire and a panel interview. Each nominee must email a recent, individual photo (.jpeg or .png format) with your submission

**DEADLINE: FRIDAY, JUNE 28, 2019, AT 5:00 p.m.**

**CATEGORY QUESTIONS:** Please refer to the questionnaire rules to ensure your highest score.

1. In the absence of the community manager, how would you transition into their position?
2. Describe best practices regarding delinquencies and your role in the process.
3. Do residents have any specific responsibilities regarding the maintenance of their rental unit?
4. If an applicant screening fee is charged to obtain a credit report, are they automatically required to give the applicant a copy of the report? If the applicant is denied, what are the required steps?
5. What is the process of determining the final move-out charges upon residents vacating the unit?

**SUBMIT TOGETHER:** Information sheet, one (1) photo of yourself OR the property, completed questionnaire.

#### **QUESTIONNAIRE RULES**

**Identification:** (a) **Do not include your name or company name on any of the questionnaire answers.** Name can be included on the cover page.

**Answers:** (a) Answers to the five (5) questions above should not exceed 1,200 words in total, and judges will not read beyond 1,200 words. (b) Answers should be typed, or computer generated. (c) Font must be 12-point Calibri. (d) **Include the questions with your answers.** *These will not be counted against the 1,200 words maximum.* (e) Submit photo, questionnaire answers, and the nominee information sheet together.

**Submissions:** *Points will be deducted if instructions are not followed.* (a) Email to [events@socalrha.org](mailto:events@socalrha.org). (b) Submit only one (1) e-mail per nominee. If designee is submitting on behalf of nominees, please send separate emails for each submission. (c) The subject line of each e-mail must indicate nominee name and category only. (d) Each submission must include all three attached files: nominee information sheet, nominee photo, and answers to the questionnaire. (e) **NO hard copy submissions will be accepted!**

**Photos:** (a) Send color photo(s) attachment. (b) Clearly label the photo file with nominee name, company, category, and units. (c) Photo must be between 4" x 6" and 5"x 7".

**Confirmation:** Southern California Rental Housing Association will confirm receipt of all submissions. Designees may call 858.278.8070 or email [events@socalrha.org](mailto:events@socalrha.org) to confirm receipt.

#### **INTERVIEW RULES**

Categories required to attend an interview:

- Assistant Manager
- Good Neighbor of the Year
- Industry Partner - Company
- Industry Partner - Individual
- Leasing Professional
- Maintenance Supervisor
- Maintenance/Make Ready Technician
- Multi-Site Manager
- Porter/Custodian
- Property Manager

**Dates:** Interviews will be held from August 5, 2019, to August 15, 2019, between 8:00 a.m. and 5:00 p.m.; you will be contacted with your interview date and time.

**Scheduling:** Southern California Rental Housing Association will contact designees in mid-July 2019 with interview dates and times.

**Length:** All categories have a maximum length of eight (8) minutes per interview.

**Venue:** Southern California Rental Housing Association 5675 Ruffin Rd., Ste. 310, San Diego, CA 92123

**Arrival Time:** Nominees should arrive at least 10 minutes before their scheduled interview time.

**Latecomers:** If nominees are more than five (5) minutes late for their interview, they will forfeit the interview and will not be re-scheduled.

**Interpreters (Service by request ONLY!)** (a) Southern California Rental Housing Association will provide an accredited interpreter upon request ONLY. (b) **IF LATE:** The Interpreter may not be available. (c) **LATE FEE:** Nominee will be expected to pay an additional fee of \$10 for every minute past scheduled interview time.