



# GRACE MCFADDEN MANAGER OF THE YEAR



**Must have their CAM designation to be considered for this award  
(And be in good standing with NAA)**

Name of Nominee: \_\_\_\_\_

Management Company: \_\_\_\_\_

**In this section below, please mark an “x” next to the correct answer**

1) How many years has this Manager been employed in the apartment industry?

- 1 year
- 2 – 4 years
- 5 – 7 years
- 8 + years

2) How many years has this Manager been in their Present Position?

- 1 year
- 2 – 4 years
- 5 – 7 years
- 8 + years

3) Designations Earned (check all that apply)

- CAM            Year \_\_\_\_\_
- NALP          Year \_\_\_\_\_
- CPM            Year \_\_\_\_\_
- Other, please list \_\_\_\_\_

4) Has this Manager been involved in IAA or participated in property projects related to IAA within the last year? (Please mark an “x” next to all that apply)

Committee Involvement    Please list Committee(s):

\_\_\_\_\_

Attended an Education Seminar –  
How Many:  (0-5)             (5 – 10)             (Over 10)

Attended Annual IAA Convention

- 5) What has the average delinquency percentage been at each monthly close-out this year?
- \_\_\_\_\_ 1%  
 \_\_\_\_\_ 2 – 3%  
 \_\_\_\_\_ 4% and above
- 6) Number of staff managed?
- \_\_\_\_\_ 1 – 4  
 \_\_\_\_\_ 4 – 10  
 \_\_\_\_\_ Over 10
- 7) Number of units managed?
- \_\_\_\_\_ 1 – 100  
 \_\_\_\_\_ 101- 250  
 \_\_\_\_\_ 251- - 750  
 \_\_\_\_\_ Over 750  
 \_\_\_\_\_ Multiple sites  
 \_\_\_\_\_ Government subsidized      \_\_\_\_\_ Conventional      \_\_\_\_\_ Both
- 8) What is the current occupancy at this candidate’s property?
- \_\_\_\_\_ 70 – 75%  
 \_\_\_\_\_ 75 – 80%  
 \_\_\_\_\_ 80 – 85%  
 \_\_\_\_\_ 85 – 90%  
 \_\_\_\_\_ 90- 95%  
 \_\_\_\_\_ 95 – 100%

**Please complete the following questions on a separate piece of paper (neatly typed)**

- 9) Describe this candidates unique administrative skills and how they relate to efficient office operations and the timeliness and accuracy of reports. What characteristics does this candidate possess that fosters a positive, motivational environment and how do they relate to obtaining maximum performance from his/her employees?
- 10) During this candidates tenure at the property, how has the performance of the property improved?
- 11) How is this candidate ensuring consistent traffic to their community?
- 12) What is this manager’s role in the budgetary process & how do they manage their budget?
- 13) Has this candidate implemented a resident retention program on their property?  
 If so, please write a brief overview of the program and describe how it has been successful
- 14) Why do you feel this person should be considered for this award?

**RETURN TO IAA BY AUGUST 15, 2010**

Please mail entries to

IAA Awards Committee • 9100 Keystone Crossing, Suite 725 • Indianapolis, IN 46240