

2025 Tribute Awards Nominations Guide



Schedule

Nominations Due: Wednesday, January 29, 2025

ROUND 1

- **Exam Categories Only** - Nominees in most categories complete a proficiency exam as part of the judging process. Testing will be held via Zoom March 5-13 based on specific category.

*Nominees will be notified of their testing time via **email**. Schedules will also be sent to management companies for distribution and posted on the AMA website.*

ROUND 2

- **Exam Categories Only** - The top testers in each category will move on to the first round of interviews.

- **Team Categories** - First round of interviews to be held via Zoom.

*Nominees will be notified of their interview time via **email**. Schedules will also be sent to management companies for distribution and posted on the AMA website.*

- **Developer Categories** – Nominees will be asked to complete an online application which expert judges will review. Please indicate who should receive the application when you submit your nomination form.

Based on the number of nominations received, the tentative interview schedule is:

Statewide | March 18 – April 22. Location: Zoom

Outside the Valley | March 21 (Teams) & April 3 (Community Managers/Service Supervisors). Location: Zoom

ROUND 3

- **Team and Individual Categories** - Interviews for all Individual and Team FINALISTS will be held in-person on May 20-22, 2025. Additional interviews on May 23 if needed. *Finalists will be notified of their interview time via **email**.*
- **Developer Categories** – Finalists will be notified via email. A third-party company will then call to schedule a personal tour.

NOTE: Test and interview information will be sent to the nominee's email address. Please provide a unique, individual, active, monitored email address for every nominee.

Each individual nomination will be invoiced a non-refundable \$100 entry fee. Each team nomination will be invoiced a non-refundable \$125 entry fee. Each property tour nomination will be invoiced a non-refundable \$150 entry fee. There is no entry fee for Industry Partner or AMA Volunteer of the Year.

Guidelines

- ✓ All active AMA members are eligible and encouraged to participate.
- ✓ Nominees must be employed by member management companies and member properties in good standing. Management companies may accept nominations from anyone within the organization, but actual entry forms must be completed by a member of the corporate office. **We will accept one entry form per management company.**
- ✓ The number of entries a management company may submit is based on the number of units it has in AMA membership.
 - 1-7,000 Units in membership – Maximum of 3 entries per category
 - 7,001-14,999 Units in membership – Maximum of 5 entries per category
 - 15,000+ Units in membership – Maximum of 9 entries per category
- ✓ Individual nominees can only be nominated in one category. For example, a nominee cannot be nominated in both Metro Phoenix and Outside the Valley. Please choose one.
- ✓ Nominations for the Industry Partner of the Year and AMA Volunteer of the Year may be made by both Regular members and Industry Partners. Both must be in membership and in good standing.
- ✓ Individuals or teams who won a Tribute Award in the past three years are not eligible to be nominated in the same category.

Individual/Team Awards

Judging Format

- ✓ Most categories will complete a proficiency exam online. The top testers will move on to the first round of interviews.
- ✓ Three judges plus one alternate will conduct a 10–15 minute interview of each nominee.
- ✓ Three to Five finalists from each category will be selected for a second interview, unless otherwise noted.

Category Descriptions

AMA Volunteer of the Year – Outside the Valley

This award is given to recognize the Regular Member who has given their time and made an impact upon the industry through efforts supporting and contributing to the AMA in areas outside of Metro Phoenix. Aspects of service considered are the individual's dedication, commitment, integrity, work ethic, cooperation, enthusiasm, professionalism, support of the AMA, volunteer time with the AMA, knowledge of the industry, long term impact of service, and impact on others in the industry.

AMA Volunteer of the Year – Metro Phoenix

This award is given to recognize the Regular Member who has given their time and made a measurable impact in the industry through efforts supporting and contributing to the AMA. Aspects of service considered are the individual's dedication, commitment, integrity, work ethic, cooperation, enthusiasm, professionalism, support of the AMA, volunteer time with the AMA, knowledge of the industry, long term impact of service, and impact on others in the industry.

Arizona Executive of the Year

Open to any corporate executive, **Vice President or higher**, at a company that owns, invests in, develops, and/or manages multifamily housing. Nominees should be an individual who has taken the organization to new heights and shown outstanding leadership. Candidates will be judged on company vision, industry involvement, leadership skills, industry knowledge, accomplishments, and professionalism. **Note that current or previous involvement with the AMA is required. This may include committee membership or chair, Board of Directors, attendance at events, or teaching a class.**

Assistant Manager of the Year

This award recognizes outstanding Assistant Managers who assist in the day-to-day operations on a property. Interview questions will focus on leadership, industry knowledge, attitude, problem-solving, and creativity. Any on-site professional whose primary responsibility is to assist the Manager with on-site leasing, accounting/bookkeeping, and/or management is eligible.

Best Community Team of the Year

This award recognizes a rental housing community and its team that maintains the highest level of excellence, talent, service, maintenance, and overall operations. The interview will focus on team cohesion, community impact, overall staff presentation, knowledge of roles, and customer service philosophy. Awards will be given in the following categories:

- ✓ 1-199 Units
- ✓ 200-299 Units
- ✓ 300+ Units
- ✓ Outside the Valley (Southern/Northern AZ Regions)

Community Manager of the Year

This award recognizes outstanding Community Managers that demonstrate leadership through the success of their properties. This nominee demonstrates skills in leadership, marketing, budget management, and operations. Interview questions will focus on management skills and philosophy, industry knowledge, budget and asset administration, and attitude. Awards will be given in the following categories:

- ✓ 1-199 Units
- ✓ 200-299 Units
- ✓ 300+ Units
- ✓ Outside the Valley (Southern/Northern AZ Regions)

Corporate Employee of the Year

Open to any regular member corporate employee including, but not limited to: Human Resource Professional, Administrative Professional, Marketing Professional, IT Professional, Accounting Professional and Training Professional. Candidates must provide support to the Management Company or owner in Arizona and have more than 12 months' experience. The candidate will be judged on leadership, industry knowledge, accomplishments, and professionalism.

Housing Heroes

This award recognizes a management company who worked together to plan and execute a project. The project should align with AMA's vision of providing a positive impact to Arizona's communities. Submissions will be evaluated on such items as team participation, number of volunteer hours, and specific impact to a local Arizona community. To be eligible, a minimum of 15% of team members or 100 people must have participated in the activity. Companies may only submit **one** project, so consider which one was the biggest or most impactful.

NOTE: On the nomination spreadsheet, please list the name/email address of the person who we should send the entry form to.

Housekeeper of the Year

This award recognizes individuals who contribute to a property's physical upkeep through housekeeping duties that may include common areas, apartment turns or general cleaning. Interview questions will focus on attitude, knowledge of the housekeeping process, resident impact, and customer service philosophy.

Industry Partner of the Year – Outside the Valley

This award is for the Industry Partner who actively participated in and encouraged mutual support of industry-related events, committees, educational seminars, and/or conferences affecting the areas outside of Metro Phoenix. Award considerations include attitude, individual integrity, work ethic, cooperation, enthusiasm, professionalism, support of the AMA, volunteer time, long term impact of service, and impact on others in the industry. **Nominee must have place of business located outside the Metro Phoenix area.**

Industry Partner of the Year – Metro Phoenix

This award is for the Industry Partner who actively participated in and encouraged mutual support of industry-related events, committees, educational seminars, and conferences. Award considerations include attitude, individual integrity, work ethic, cooperation, enthusiasm, professionalism, support of the AMA, volunteer time, long term impact of service, and impact on others in the industry.

Leasing Consultant of the Year

This award recognizes the on-site position that requires product knowledge, selling skills, tenacity, professionalism, patience, and more. Interview questions will focus on sales skills, marketing proficiency, enthusiasm, and team dependability. Any leasing professional whose primary responsibility is on-site leasing is eligible.

Property Supervisor of the Year

This award recognizes a multi-property Regional Manager or Portfolio Manager who bridges the gap between properties, owners, and corporate offices. Regional Managers nominated for this category show the ability to motivate across teams, meet multiple financial goals, and develop leaders. Interview questions will focus on management philosophy, human resource skills, vision, creativity, leadership, and integrity. **Nominees must supervise three or more communities in Arizona.**

Regional Service Supervisor of the Year

This award recognizes a multi-property Service Supervisor who bridges the gap between properties and corporate offices. Individuals nominated for this category show the ability to motivate across teams, meet multiple financial goals, and solve problems. Interview questions will focus on leadership philosophy, human resource knowledge, project bidding, budget management, and knowledge of management goals. **Nominees must supervise three or more communities in Arizona.**

Service Supervisor of the Year

This award recognizes individuals who demonstrate management skills, professionalism, and the highest standards of technical excellence. Interview questions will focus on leadership philosophy, knowledge of the trade, budget management, workflow organization, customer service philosophy, and integrity. Individual must supervise one or more employees or subcontractors. Awards will be given in the following categories:

- ✓ 1-199 Units
- ✓ 200 - 299 Units
- ✓ 300+ Units
- ✓ Outside the Valley (Southern/Northern AZ Regions)

Service Technician of the Year

This award recognizes individuals who contribute to a property's physical upkeep, performance, and appearance. Interview questions will focus on attitude, average turn periods/process, average service request turn-around, customer service skills, maintenance skills, and work ethic. Any porter, groundskeeper, or technician is eligible.

Tour Categories

Best Renovated Community, 2023-2024

This award recognizes the Developer/Owner who implemented the best renovated community design initiated after January 1, 2023, with a minimum investment of \$5,000 per unit. Before and after photos are required with the nomination form. The judges will consider innovation, age of the property, interior apartment features (including upgrades), site layout, construction size and scope, architectural design, curb appeal, landscape design, amenities, and impact on the surrounding community. **All nominees will be sent an application to complete; a panel of judges will determine finalists from the application.** Finalists will be evaluated by scheduled shop through a third party.

Developers Award for Best Community Design

This award recognizes the Developer who implemented the best new community design built in 2023-2024. The judges will consider innovation, floor plan functionality, interior apartment features, site layout, architecture, signage, curb appeal, landscape design, amenities, and impact on the surrounding community. **All nominees will be sent an application to complete; a panel of judges will determine finalists from the applications.** Finalists will be evaluated by a scheduled shop through a third party.

Communities will be awarded in the following categories:

- ✓ Garden Style—A one, two, or three floor community built in a garden-like setting in a suburban, rural, or urban location; buildings may or may not have elevators.
- ✓ Low/Mid Rise—A community with 4, 5, or 6 floors.
- ✓ Affordable Community – Developed using federal, state or city funding AND which set aside at least 50% of their units to individuals or families meeting an area median income requirement.
- ✓ Build to Rent – Detached small lot homes with private backyards built for long-term rental.

Schedules:

The proficiency test will be administered online, via Zoom. First round interviews will also be via Zoom. Nominees will receive an email with the specific days/times for their exam or interview, depending on the category in which they were nominated. The email will include the Zoom link.

Testing:

- ✓ Wednesday, March 5 – Leasing Consultants
- ✓ Thursday, March 6 – Community Managers (all)
- ✓ Monday, March 10 – Housekeepers AND Service Technicians
- ✓ Tuesday, March 11 – Property Supervisors AND Regional Service Supervisors
- ✓ Wednesday, March 12 – Service Supervisors (all)
- ✓ Thursday, March 13 – Assistant Managers

Judging:

- ✓ Tuesday, March 18 – Corporate Employee of the Year
- ✓ Wednesday, March 19 – Arizona Executive of the Year
- ✓ Thursday, March 20 – Best Community Team 1-199 Units, Day 1
- ✓ Friday, March 21 – Best Community Team 200-299 Units, Day 1 AND Best Community Team Outside the Valley
- ✓ Tuesday, March 25 – Best Community Team 300+ Units, Day 1
- ✓ Wednesday, March 26 – Community Manager 1-199 Units AND Housekeeper of the Year
- ✓ Thursday, March 27 – Community Manager 200-299 Units
- ✓ Friday, March 28 – Community Manager 300+ Units
- ✓ Thursday, April 3 – Property Supervisors AND Regional Service Supervisors of the Year
- ✓ Thursday, April 3 - Community Managers Outside the Valley AND Service Supervisors Outside the Valley
- ✓ Friday, April 4 – Assistant Manager of the Year
- ✓ Tuesday, April 8 – Leasing Consultant of the Year
- ✓ Wednesday, April 9 –Service Supervisor 1-199 Units AND Service Supervisor 200-299 Units
- ✓ Thursday, April 10 – Service Supervisor 300+ Units
- ✓ Friday, April 11 – Service Technician of the Year
- ✓ Tuesday, April 15 – Best Community Team 1-199 Units, Day 2
- ✓ Wednesday, April 16 – Best Community Team 200-299 Units, Day 2
- ✓ Tuesday, April 22 - Best Community Team 300+ Units, Day 2