

# TOBY AWARDS

## Award Requirements & Judging Criteria

### APARTMENT BUILDING & LEADERSHIP AWARDS

## ENTRY CATEGORIES

### BUILDING AWARDS

Property Excellence  
*Under 150 Units & Over 150 Units*

Senior Housing

New Construction

Millennial

Generation Y

Generation X

Boomer

Best Model of the Year

Best Curb Appeal of the Year

Innovative Marketing of the Year

Outstanding Amenities of the Year

### LEADERSHIP AWARDS

On-Site Manager of the Year  
*Under 150 Units & Over 150 Units*

Outstanding Maintenance  
Associate of the Year  
*Under 150 Units & Over 150 Units*

Regional Manager of the Year

Assistant Manager of the Year

Leasing Consultant of the Year

Affiliate of the Year

Outstanding Professional Service  
Provider of the Year

**All entries for the 2026 TOBY Awards must be received by AOMA no later than June 30, 2026.**

***Be sure to fill out the entry application.***

***Additional support materials can be made available for review by the judges during the on-site visit.***

#### **Tour of Property by Judges**

Owners/Managers-TOBY Award judges will contact you to set up a time to tour your property between July 20-August 3, 2026.

Depending on the award category entered, judges may request to meet property associates as well as to tour your property's common areas, amenities, the office or model apartments as well as any additional areas of the property specifically related to the award category. This is your time to show the attributes of your property. Please don't be shy! We want you to brag about anything you deem to be important, particularly if it visually verifies what you have submitted to AOMA as called for in the judging criteria. Winners will be announced in the future. Stay tuned for more information on the AOMA website at [aomawi.org](http://aomawi.org)

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## SUBMISSION CRITERIA

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### PROPERTY EXCELLENCE - UNDER & OVER 150 UNITS

*All buildings are eligible*

#### JUDGING CRITERIA

**The following materials must be submitted electronically.** Strict adherence to the portfolio specifications listed below is required.

Entries should include the following: entry category, name of property, full address, owner and/or management company (if applicable), construction date, property manager's name, AOMA member name and member number (if applicable), and the address of the person who will receive all correspondence.

The portfolio should include the following information:

- 1. Description and Design** — Provide a physical description of the property, including presentation of key aspects which you feel qualify this property for recognition. Judging will encompass many factors including: Financial performance, physical appearance and condition, quality of services and amenities offered to residents, marketing programs, on-site associate qualifications, preventative maintenance, community outreach, and product presentation.
- 2. Photographs** — At least one high resolution image of each of the following: building exterior, apartment interior and common area amenities. (JPEG or PNG Format) A team photo can also be provided.
- 3. Resident and Associate Relations** — A summary of the property's resident retention program, community outreach or social functions (if applicable) and any training or recognition opportunities provided to the property staff.

### SENIOR HOUSING

*Any and all apartment communities which are defined as elderly housing. Amenities and/or programs must be in place specifically directed to the elderly.*

#### JUDGING CRITERIA

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## SUBMISSION CRITERIA

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### NEW CONSTRUCTION 2022-2026

*All buildings built between 2022 and 2026 are eligible*

#### JUDGING CRITERIA

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- 2. Photographs** — At least one high resolution image of each of the following: building exterior, apartment interior and common area amenities. (JPEG or PNG Format) A team photo can also be provided.
- 3. Resident and Associate Relations** — A summary of the property's resident retention program, community outreach or social functions (if applicable) and any training or recognition opportunities provided to the property staff.

### MILLENNIAL 2000-2015

*All buildings built between 2000 and 2015 are eligible*

#### JUDGING CRITERIA

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The portfolio should include the following information:

- 1. Description and Design** — Provide a physical description of the property, including presentation of key aspects which you feel qualify this property for recognition. Judging will encompass many factors including: Financial performance, physical appearance and condition, quality of services and amenities offered to residents, marketing programs, on-site associate qualifications, preventative maintenance, community outreach, and product presentation.
- 2. Photographs** — At least one high resolution image of each of the following: building exterior, apartment interior and common area amenities. (JPEG or PNG Format) A team photo can also be provided.
- 3. Resident and Associate Relations** — A summary of the property's resident retention program, community outreach or social functions (if applicable) and any training or recognition opportunities provided to the property staff.

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## SUBMISSION CRITERIA

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### GENERATION Y 1982-1999

*All buildings built between 1982 and 1999 are eligible*

**Judging Format:** On-Site review with judges

#### JUDGING CRITERIA

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The portfolio should include the following information:

- 1. Description and Design** — Provide a physical description of the property, including presentation of key aspects which you feel qualify this property for recognition. Judging will encompass many factors including: Financial performance, physical appearance and condition, quality of services and amenities offered to residents, marketing programs, on-site associate qualifications, preventative maintenance, community outreach, and product presentation.
- 2. Photographs** — At least one high resolution image of each of the following: building exterior, apartment interior and common area amenities. (JPEG or PNG Format) A team photo can also be provided.
- 3. Resident and Associate Relations** — A summary of the property's resident retention program, community outreach or social functions (if applicable) and any training or recognition opportunities provided to the property staff.

### GENERATION X 1961-1981

*All buildings built between 1961 and 1981 are eligible*

#### JUDGING CRITERIA

**The following materials must be submitted electronically.** Strict adherence to the portfolio specifications listed below is required.

Entries should include the following: entry category, name of property, full address, owner and/or management company (if applicable), construction date, property manager's name, AOMA member name and member number (if applicable), and the address of the person who will receive all correspondence.

The portfolio should include the following information:

- 1. Description and Design** — Provide a physical description of the property, including presentation of key aspects which you feel qualify this property for recognition. Judging will encompass many factors including: Financial performance, physical appearance and condition, quality of services and amenities offered to residents, marketing programs, on-site associate qualifications, preventative maintenance, community outreach, and product presentation.
- 2. Photographs** — At least one high resolution image of each of the following: building exterior, apartment interior and common area amenities. (JPEG or PNG Format) A team photo can also be provided.
- 3. Resident and Associate Relations** — A summary of the property's resident retention program, community outreach or social functions (if applicable) and any training or recognition opportunities provided to the property staff.

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## SUBMISSION CRITERIA

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### BOOMER BEFORE 1960

*All buildings built before 1960 are eligible*

### JUDGING CRITERIA

**The following materials must be submitted electronically.** Strict adherence to the portfolio specifications listed below is required.

Entries should include the following: entry category, name of property, full address, owner and/or management company (if applicable), construction date, property manager's name, AOMA member name and member number (if applicable), and the address of the person who will receive all correspondence.

The portfolio should include the following information:

- 1. Description and Design** — Provide a physical description of the property, including presentation of key aspects which you feel qualify this property for recognition. Judging will encompass many factors including: Financial performance, physical appearance and condition, quality of services and amenities offered to residents, marketing programs, on-site associate qualifications, preventative maintenance, community outreach, and product presentation.
- 2. Photographs** — At least one high resolution image of each of the following: building exterior, apartment interior and common area amenities. (JPEG or PNG Format) A team photo can also be provided.
- 3. Resident and Associate Relations** — A summary of the property's resident retention program, community outreach or social functions (if applicable) and any training or recognition opportunities provided to the property staff.

### BEST MODEL OF THE YEAR

**Judging Format:** On-Site review with judges

### JUDGING CRITERIA

- Photo of the the model (JPEG/PNG format)
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.

### CATEGORY JUDGING CRITERIA

- Use of accessories
- Furniture placement and scale
- Compliment the functionality/use of space
- Use of color
- Compliments the intended market
- Memorable impact

***Be sure to fill out the entry application.***

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## SUBMISSION CRITERIA

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### BEST CURB APPEAL OF THE YEAR

**Judging Format:** On-Site review with judges

#### JUDGING CRITERIA

**Judges will score each entry on its landscaping and/or on-site signage.**

- Photos of the property (JPEG/PNG format)
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.
- Judges will be looking at the overall design and layout and how the landscape enhances the use of the site. (i.e. use of plant materials, use of color, addition of hardscapes, creative placement of signage, atmosphere, walking trails, community vegetable gardens, play areas, etc.)

#### CATEGORY JUDGING CRITERIA

- Landscaping
- Overall design
- Originality
- Color
- Use of flowers, trees, shrubs and other plantings
- Use of the site (does it fit in with the site and use by tenants?)
- Use of hardscapes & structures (rock borders, raised planters, benches, gazebos, etc.)
- Signage
- Overall design
- Originality
- Color

### INNOVATIVE MARKETING OF THE YEAR

**Judging Format:** Interview with Judges via phone

#### JUDGING CRITERIA

**Identify market, objectives & steps taken to reach the market and the outcome.**

- Marketing programs JPEG format emailed to ruditys@wamllc.net by July 30th.
- Entry number must appear in photo file's name. Photos for each entry should be emailed separately.
- Websites
- Social media programs

#### CATEGORY JUDGING CRITERIA

- Concept
- Content
- Design of layout
- Clarity of message
- Achievement
- Purpose and creativity

***Be sure to fill out the entry application.***

***Additional support materials can be made available for review by the judges during the on-site visit.***

## SUBMISSION CRITERIA

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### OUTSTANDING AMENITIES OF THE YEAR

**Judging Format:** On-Site review with judges

#### **JUDGING CRITERIA**

***Judges will score each entry on its landscaping and/or on-site signage.***

- Photos of amenities (JPEG/PNG format)
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.
- A 4 minute long YouTube video prepared and edited by site staff (no professionals) that shows property amenities along with a one page narrative
- Your community will be judged on-site between July 22-August 5. Judges will require a tour of the amenities that day so prepare your site and staff accordingly. Judges travel to models in cars that day and are instructed to call the entry contact person when they leave the property they are at and are on the way to your property.

#### **CATEGORY JUDGING CRITERIA**

A property that has tremendous amenities offered to their residents including, but not limited to:

- Innovative approach of use of space
- Functional layout of amenities
- Appeal to market and design

These amenities need to be very well maintained and available to all residents at no additional cost to their monthly rent.

***Be sure to fill out the entry application.***

***Additional support materials can be made available for review by the judges during the on-site visit.***

## LEADERSHIP AWARD SUBMISSION CRITERIA

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**Judging Format for ALL Leadership Awards:** Interview with judges via phone

**The following materials must be submitted electronically.** Strict adherence to the portfolio specifications listed below is required.

### ON-SITE MANAGER OF THE YEAR - UNDER & OVER 150 UNITS

- Photo of the On-Site manager professionally dressed in JPEG/PNG Format
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.

#### **CATEGORY JUDGING CRITERIA**

The judging criteria listed below are the criteria that judges will use to score your entry.

- Budget preparation and performance based on owner's goals
- Occupancy goal achievement
- Maintenance reports/schedules
- Marketing programs
- Community involvement
- Resident retention programs
- Resident satisfaction programs
- Staff education and training plus Fair Housing knowledge
- Creativity and innovative ideas

### OUTSTANDING MAINTENANCE ASSOCIATE OF THE YEAR - UNDER & OVER 150 UNITS

- Photo of the Outstanding Maintenance Team professionally dressed in JPEG/PNG Format
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.
- The team will be judged on-site. Prepare your property for judging as you would prepare for an owner visit.
- Judges will require a tour of the property so that the sections prepared in your narrative can be evaluated.

#### **CATEGORY JUDGING CRITERIA**

The judging criteria listed below are the criteria that judges will use to score your entry.

- Budget preparation and follow-through responsibilities
- Cost saving programs
- Communication with management
- Overall property appearance, including exterior grounds
- Cleanliness of all areas including common and mechanical areas
- Knowledge and maintenance of equipment
- Quality of apartment preparation
- Resident satisfaction surveys
- Training/education programs
- Fair Housing/Safety Program
- Staff professionalism
- Written Preventative Maintenance Schedule
- Work Order per month/completion

## LEADERSHIP AWARD SUBMISSIONS CONTINUED...

### REGIONAL MANAGER OF THE YEAR

**Entrant must oversee a minimum of 4 properties and/or a minimum of 1,000 units.**

- Photo of the Regional Manager professionally dressed in JPEG/PNG Format
- Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.

### **CATEGORY JUDGING CRITERIA**

The judging criteria listed below are the criteria that judges will use to score your entry.

- Owners' portfolio financial and performance goal achievement
- Communicates frequently with owner representatives and keeps them informed of market changes, staffing issues, and capital items
- Ensures that communities are operating under all applicable policies, procedures, and programs
- Portfolio marketing knowledge
- Performs regular community inspections and provides written reports to both on-site personnel and supervisor
- Supports and monitors employee growth
- Fair housing knowledge, education and training
- Incorporates resident retention/satisfaction programs
- Designation

### ASSISTANT MANAGER OF THE YEAR

- Photo of the Assistant Manager professionally dressed
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.

### **CATEGORY JUDGING CRITERIA**

- Occupancy goal achievement
- Marketing programs
- Community involvement
- Resident retention programs
- Resident satisfaction programs
- Staff education and training plus Fair Housing knowledge
- Creativity and innovative ideas

### LEASING CONSULTANT OF THE YEAR

**(80% of time or more must be spent leasing apartments)**

- Photo of the Leasing Professional professionally dressed
- Entry number must appear in photo file's name. Photos for each entry should be submitted separately.
- A completed Property Profile.
- Please provide a narrative not to exceed 2,000 words.

### **CATEGORY JUDGING CRITERIA**

- Quantitative reports of leasing results
- Closing ratio
- Product knowledge
- Market knowledge and awareness
- Resident retention and interaction
- Teamwork-dedication
- Training and credentials of leasing agent (License, education certificates)
- Fair housing knowledge and training

## LEADERSHIP AWARD SUBMISSIONS CONTINUED...

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### AFFILIATE OF THE YEAR

The Affiliate of the Year must be a member in good standing with AOMA for at least two years. The person and/or company must demonstrate a commitment to serving the Apartment Association in a professional and ethical manner. The Company shall also sponsor at least one event a year as well as attend association activities.

Affiliate of the Year recipients shall either have an apartment member on their behalf or Affiliate member write a half page recommendation on why they should receive the award.

### OUTSTANDING PROFESSIONAL SERVICE PROVIDER OF THE YEAR

Affiliated company that goes above and beyond to support the association not only monetarily but with time and interest in events and members. Shows exemplary participation in the improvement and growth of the Association.

Outstanding Professional Services Provider of the Year recipients shall either have an apartment member on their behalf or Professional Service member write a half page recommendation on why they should receive the award.