

Sample form, not for offline completion.

Visit <https://njaagardenstate.awardsplatform.com> to enter.



Assistant Property Manager

Select the proper category for your nomination to start!

Enter the Nominee's Full Name Here

Provide the following information for your nominee/nomination:

Nominee First Name

Nominee Last Name

Nominee Direct Work Number

Nominee Cell Phone Number

Nominee Email Address

Nominee Company

(optional)

Please ensure you are selecting the correct Owner/Management Company name for the nominee, as that is what will be printed on finalist and winner materials.

- NJAA will not be held responsible for mistakes on nominations.
- If you have questions, please email events@njaa.com

10 Hasbrouck Avenue Apartments

10 Landing Lane

10 N. Main

100 Beacon Avenue Apartments

100 Clinton Street - #1C

100 Garden Street - #2C

100 House At The Enclave

1000 Jefferson

...

Nominee Property Name

- Type the name of the property in which the nominee works in this field.
- If your nominee is not at a specific property, please type the Owner/Management Company (corporate) in this field again.
- NJAA will not be held responsible for mistakes on nominations.
- If you have questions, please email events@njaa.com

Nominee Property/Corporate Address 1

Nominee Property/Corporate Address 2 (optional)

Nominee Property/Corporate City

Nominee Property/Corporate State

Nominee Property/Corporate Zip Code

Is the nominee's property Market Rate or Affordable?

- Market Rate
- Affordable (Only provides housing for individuals who qualify for various housing assistance programs such as Section 8, rental assistance programs, etc.)

In what year was the property where the nominee works built?

How many units is the nominee responsible for?

- Less than 100 Units
- 100-400 Units
- 401+ Units
- N/A

What is the nominee's typical work schedule?

Include their normal hours and any preferred times they are available for an interview.

What is the best way to contact the nominee?

Please specify the preferred method(s) of contact (e.g., work phone, cell phone, or email).

- Email
- Work Phone
- Cell Phone

Upload the following documents to complete your nomination:

Job Description (mandatory)



Nomination Short Essay/Letter (mandatory)

From the person nominating the individual, upload a short essay or letter.

Please check your Letter Checklist/Requirements!

Judges score ONLY what is clearly shown or explained.



From the person nominating the individual, **upload a short essay or letter addressing the following:**

- Outline why you are nominating this person.
- Describe how this person impacts the property and takes care of the residents.
- How does this person make things easier for their fellow team members
- How does this person demonstrate pride in what they do?
- If applicable - provide any positive reviews/feedback received.

Promotional Video Submission (mandatory) Please allow time for your video to fully upload before proceeding.

Important: Do not close or navigate away from this page while your file is uploading.

Please check your Video Submission Checklist/Requirements!

Judges score ONLY what is clearly shown or explained.



A promotional video pertaining to the nomination. This is your opportunity to stand out in the crowd and show what makes you a winner. *Videos can be completed from the side of the nominator or nominee -- however you feel captures the nominee the best!*

Your video is the **heart of your nomination**. Judges can only score **what they can see**. If it's not shown or explained, it cannot be scored and will count against you because judges will think directions were not followed.

What Your Video MUST Include:

QUICK INTRO

- ✓ Nominee name
- ✓ Property/Company
- ✓ Award Category

SHOW YOUR PROPERTY / ENVIRONMENT - Make sure your video clearly includes:

- ✓ Leasing office
- ✓ Building exterior
- ✓ Grounds & landscaping
- ✓ Amenities/common areas
- ✓ Parking areas & walkways
- ✓ Ready/vacant unit

SHOW THE NOMINEE IN ACTION - We want to SEE what makes them stand out:

- ✓ Daily responsibilities
- ✓ Interaction with residents/team
- ✓ Leadership or impact
- ✓ What makes them exceptional (2-3 real examples of excellence)

SHOW PROOF - Don't just tell us, show us:

- ✓ Results, metrics, or outcomes
- ✓ Before/after examples
- ✓ Real evidence of success

REQUIRED: ADDRESS MISSING FEATURES:

If something does not apply, you **MUST** say so in your video. If your property does **NOT** have something (example: pool, fitness center):

"Our property does not have a pool, however..."

- ✓ State missing items/features
- ✓ Provide context or alternatives

KEEP IT SIMPLE!

- ✓ 5-10 minutes max
- ✓ Clear audio and steady footage
- ✓ Organized clips

PRO TIPS!

- ✓ Follow a clear structure
- ✓ Show, don't just tell
- ✓ Make it easy for judges to score
- ✓ Have fun! Creativity makes you stand out!

FINAL CHECK - Before submitting, ask yourself:

- ✓ Did I **SHOW** everything on the checklist (not just talk about it)?
- ✓ Would a judge or someone unfamiliar understand this without explanation?
- ✓ Did I clearly explain anything not applicable?

REMEMBER:

Judges score ONLY what is clearly shown or explained.

Please review the following terms and conditions carefully:

- All nominees must be NJAA members in good standing.
- Nominations must be submitted exclusively through the NJAA Awards Portal. Submissions in any other format will not be accepted.
- All nominations must be completed and submitted by the deadline. Late entries will not be considered.
- Payment must be received within the designated period. Unpaid nominations will not be reviewed.
- Virtual interviews or site visits may be requested during the months of July and August. Please respond promptly to your assigned judge to coordinate scheduling.
- For property nominations, accurate and honest property ratings are required. This information is used internally only—property class designations will not be made public.
- Improperly rated properties may be disqualified from consideration.

Terms & Conditions Acknowledgement:

By submitting this nomination, I acknowledge that I have read and agree to abide by the Terms and Conditions.

Video Requirements Acknowledgement:

By checking this box, I acknowledge that I have read the **Video Submission Checklist** and have filmed all required features of the nomination video, OR have addressed those missing features in my video. I understand that failure to include or address these features can/will count against me in the judging process.

Nomination Acknowledgement:

The information I have provided is complete and I am submitting this nomination for review.

