

# Sample form, not for offline completion.

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



## 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](mailto: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](mailto: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.

