## Maintenance Supervisor of the Year Nomination Kit 16

\*\*Preparation checklist: Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.

\*\* Please note a nominee will receive zero points for not submitting the criteria.

## 1. Nominator Information (REQUIRED)

- a. Name
- b. Phone Number
- c. Email
- 2. Nominee Information (REQUIRED)
  - a. Name
  - b. Phone Number
  - c. Email
  - d. Professional Headshot

- e. Supervisor Name
- f. Supervisor Phone Number
- g. Number of years in the position at this community

- 3. Community Information (REQUIRED)
  - a. Community Name
  - b. Management Company Name
  - c. The total number of units serviced
- d. The average number of service requests per week
- e. Total number of maintenance employees in the community
- 4. Continuing Education / Designation(s) / Trade License(s) (10 POINTS)
  - a. Continuing Education completed in the last 12 months (October 2024 September 2025).
  - b. Professional Designations / Trade Licenses (CAMT, EPA, CPO, HVAC, etc.) currently on record.
- 5. Association Involvement (10 POINTS)
  - a. Involvement in SEFAA, FAA, and NAA events in the last 12 months (October 2024 September 2025).
  - b. Involvement in SEFAA committees in the last 12 months (October 2024 September 2025).
- 6. Supplementary Questions (70 POINTS)
  - a. Are any maintenance services done in-house (pool care, painting, etc.)? If yes, which services?
  - b. Explain what aspects of the job the nominee has succeeded and excelled at.
  - c. Describe a challenge that the nominee has overcome.
  - d. Describe an instance when the nominee provided exceptional service to a resident this past year (over and above what was expected).
  - e. Is there anything else you would like to say about the nominee that makes them qualified for this award?
- 7. Endorsement Form(s) (10 POINTS)
  - a. Nominees are required to submit at least one (1) completed endorsement form from a supervisor, colleague, or supplier. Nominees may submit up to five (5) completed endorsement forms.
- 8. Additional Attachments (OPTIONAL)
  - a. Nominees may submit additional documents (photos, videos, presentations, etc.) to further make their claim for this award.



(Fill & Submit One Letter for Each Endorsement)

Nominee Name:	
Community:	
To Whom It May Concern,	
The South East Florida Apartment A Excellence Awards Ceremony is to	association (SEFAA) Circle of aking place on November 21, 2025.
I am seeking nomination support for Supervisor of the Year". The award individual that demonstrates exemmanagement, work ethic, operation support as it relates to the position	is given to an outstanding plary skills in professionalism, time and knowledge, and colleague
If you are in support of my nominate endorsement form below.	tion for this award, please sign the
Endorsement:	
Name	Title
Email Address	Phone Number