



2019 “Magic City Awards” Nomination Guidelines

The Greater Birmingham Apartment Association (GBAA) Magic City Awards were created to recognize outstanding Members for their professionalism, hard work and contributions to the multifamily industry. Award winners represent the best of the best in Central Alabama. We hope this is an experience that you and your nominees will treasure for a lifetime!

HOW IT WORKS:

If you know of individuals in the Multifamily Industry that deserve recognition in their field of expertise, you can submit a nomination on their behalf in the applicable award categories. Nominations must be submitted via email to info@gbaa.biz or via fax (205) 623-3698 or by U.S. Mail to 5000 Grantswood Road, Suite 240, Birmingham, AL 35210.

The deadline to submit nominations is **Friday, October 11, 2019.**

The GBAA will notify individuals, companies and communities of their nomination via an emailed letter. The letter will inform the nominees of the judging process as well as any other items they will be required to provide.

Individual nominees will be required to complete a written interview along with a phone interview (if noted). The GBAA recruits non-biased judges to judge each award category.

The nominees will be asked to arrive early to the **December 6th** Magic City Awards ceremony for a group picture and stand at the beginning of the Awards Ceremony to be recognized for their prestigious nomination.

Winners will be announced at the Magic City Awards event on **December 6, 2019 at Regions Field.** (Event is Cocktail Attire)

ELIGIBILITY

- ◆ Nominee **must** be a member and participate in events and education opportunities provided by the Greater Birmingham Apartment Association.
- ◆ Nominee must have been in their respective position for at least six months at the time of nomination.
 - Winners of the 2018 GBAA Industry Awards are not eligible to be nominated in the same category for 2018.
Example: The winner of the Property Manager of the Year for 2018 is not eligible for the Property Manager of the Year for 2019. Winners from the previous year will be eligible for any other award category (if qualified). 2018 Winners from each category will be eligible again in the same category after 1 year has passed (2020).
- ◆ If a nominee changes properties or employment within the industry before the Magic City Awards, it is the nominee's responsibility to contact the GBAA office with the change. If the nominee was terminated from a property/company, etc., for misconduct, they will not be eligible for the award in the nominated category.

Questions? Contact the GBAA office at 205-533-1644 or via email at info@gbaa.biz.

NOMINATIONS

- ◆ **THE GBAA must receive all nominations on or before October 11, 2019.** Nominations may be submitted via email to info@gbaa.biz, fax (205) 623-3698 or U.S. Mail to 5000 Grantswood Road, Suite 240, Birmingham, AL 35210.
- ◆ One nomination form must be completed for each individual or team being nominated. Duplicate nominations will not be accepted. If duplicate nominations are submitted, the nomination that includes the most detail will be used for judging purposes.
- ◆ If additional room is needed for your nomination form, you may attach one additional typed page with your original nomination. Please make sure you list the question being answered on the additional page.
- ◆ **Nomination forms must be completed in their entirety.** If a nomination is received without the required information, the nominator will be contacted to resubmit within 24 hours or the nomination will not stand.
- ◆ **A minimum of 3 nominations are required for each award to be considered for the program.** In the event we do not have the minimum nominations for an award, THE GBAA may choose to combine similar awards, remove the award from the program, or an alternative option for the award.

JUDGING

- ◆ All nominations will be judged by an unbiased panel of judges.
- ◆ Nominees will be notified they have been nominated and informed of the items they are required to submit to complete the judging process. Nominees will have a minimum of 4 business days to submit the required information.
- ◆ Judging criteria is listed for each award category. These are the guidelines for judging the award.
- ◆ Judging results will be kept confidential. Winners will be announced during the Magic City Awards event on Friday, **December 6th** at Regions Field on 1st Avenue South. (Tickets must be purchased in advance. Tickets will not be available at the door).

Questions? Contact the GBAA office at 205-545-7695 or 205-533-1644. Email: info@gbaa.biz.

INDIVIDUAL AWARDS

Regional Manager of the Year

Regional supervisors who are responsible for multiple properties are eligible for this award.

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview (possible secret shop) – Head Shot Photo

Judging Criteria: Judging based on but not limited to philosophy & management ability, participation with the GBAA (Events and Education), human & team resource skills, time management, visionary, resident satisfaction, creativity, integrity, leadership, professionalism, accomplishments, effective financial asset management & profitability, industry involvement, owner-client rapport, demonstrates company mission & vision, increased or maintained occupancy and fair housing knowledge.

Property Manager/Community Director of the Year

Property Managers who are responsible for a property/community and manage an on-site staff.

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview (possible secret shop) – Head Shot Photo

Judging Criteria: Judging based on but not limited to management ability, human & team resource skills, participation with the GBAA (Events and Education), time management, visionary, resident satisfaction, creativity, integrity, leadership, professionalism, accomplishments, effective financial asset management & profitability, industry involvement, demonstrates company mission & vision, increased or maintained occupancy and fair housing knowledge.

Assistant Manager of the Year

Managers who are responsible for assisting the Property Manager in the daily management of a community.

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview (possible secret shop) – Head Shot Photo

Judging Criteria: Judging based on but not limited to the ability to assist the Property Manager in all aspects of the community, participation with the GBAA (Events and Education), time management, resident satisfaction, creativity, integrity, leadership, professionalism, accomplishments, industry involvement, owner-client rapport, demonstrates company mission & vision, increased or maintained occupancy and fair housing knowledge.

Leasing Professional of the Year (Leasing Consultant or Leasing Manager)

Staff Professional who work directly with new prospective residents, assist the management with daily tasks

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview (possible secret shop) – Head Shot Photo

Judging Criteria: Judging based on but not limited to the ability to assist the Property and Assistant Manager(s) in all aspects of the community, participation with the GBAA (Events and Education), time management, resident satisfaction, creativity, integrity, leadership, professionalism, accomplishments, industry involvement, owner-client rapport, demonstrates company mission & vision, leasing abilities, increased or maintained occupancy and fair housing knowledge.

Maintenance Supervisor of the Year

Maintenance supervisors who are responsible for multiple properties or manage a maintenance team are eligible for this award.

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview – Head Shot Photo

Judging Criteria: Judging based on but not limited to assisting the Property Managers with maintenance budgets, exemplary maintenance skills, participation with the GBAA (Events and Education), knowledge of trade, average service request turn-around, customer service skills, fair housing knowledge, follow up skills, attitude, resident satisfaction, professionalism, knowledge of maintenance equipment, dependability, leadership, creative budget strategy, compatibility with management goals and team management skills.

Maintenance Technician of the Year

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview – Head Shot Photo

Judging Criteria: Judging based on but not limited to maintenance skills, participation with the GBAA (Events and Education), knowledge of trade, average service request turn-around, customer service skills, fair housing knowledge, follow up skills, attitude, resident satisfaction, professionalism, communication with manager, knowledge of maintenance equipment, dependability, customer service philosophy, and leadership.

VOLUNTEER AWARDS - PROPERTY & SUPPLIER – INDIVIDUAL AWARD

(NEW CATEGORY!)

Judging Process: Nomination, Written Interview/Self-Assessment and Phone Interview – Head Shot Photo

Criteria: *(Voted on by the GBAA Board of Directors and Industry Peers- (possible secret shop)*
Judging based on but not limited to individual's dedication, participation with the GBAA, commitment, integrity, work ethic, cooperation, enthusiasm, professionalism, support for The GBAA, time volunteered for The GBAA, knowledge of industry, how the applicant represents his/her company, how the applicant has impacted others in the industry

MANAGEMENT COMPANY OF THE YEAR

Judging Process: Nomination, 2 Company References from Clients/Communities, Written Interview/Company Assessment – Team Photo/Management Company Logo.

Criteria: Judging based on but not limited to the impact and commitment within the Apartment Association, participation within the GBAA, company culture, quality of service, community service, integrity, customer service by Management Team, rapport in the community and knowledge of industry.

BEST MAINTENANCE SHOP

(NEW CATEGORY!)

Judging Process: Nomination, Maintenance Team Photo, Maintenance Shop Photo, Property Logo

Criteria: Judging based on but not limited to the organization and cleanliness of the maintenance shop, as well as the assessment of how it contributes to the effectiveness of the maintenance team to provide quality service to the residents of their community.

PRODUCT SUPPLIER AWARDS

Product Supplier Company of the Year (COMPANY NOMINATION)

Judging Process: Nomination, Written Interview/Company Assessment and 2 Company References from Clients – Team Photo and/or Company Logo

Criteria: Judging based on but not limited to the impact and commitment within the Apartment Association, participation within the GBAA, company culture, quality of product or service, community service, integrity, customer service, client rapport and value-added to client.

Product Supplier Individual of the Year (INDIVIDUAL SALESPERSON NOMINATION)

Judging Process: Nomination, Written Interview/Self-Assessment and 2 Personal References from Clients – Head Shot Photo and Company Logo

Criteria: Judging based on but not limited to sales skills, participation within the GBAA, marketing proficiency, follow-up skills, attitude, professionalism, creativity, people skills, enthusiasm, ethics, industry knowledge, product or service knowledge, and client rapport.

SERVICE SUPPLIER AWARDS

Service Supplier Company of the Year (COMPANY NOMINATION)

Judging Process: Nomination, Written Interview/Company Assessment and 2 Company References from Clients – Team Photo and/or Company Logo

Criteria: Judging based on but not limited to impact and commitment within the Apartment Association, participation within the GBAA, company culture, quality of product or service, community service, integrity, customer service, client rapport and value-added to client.

Service Supplier Individual of the Year (INDIVIDUAL SALESPERSON NOMINATION)

Judging Process: Nomination, Written Interview/Self-Assessment and 2 Personal References from Clients – Head Shot Photo and Company Logo

Criteria: Judging based on but not limited to sales skills, participation within the GBAA, marketing proficiency, follow-up skills, attitude, professionalism, creativity, people skills, enthusiasm, ethics, industry knowledge, product or service knowledge, and client rapport.

IMPORTANT DEADLINES

When nominating a colleague, please make sure that information is submitted by the dates requested.

- **Nominations are due by October 11, 2019 (No exceptions can be made.)**
- The GBAA will email a written interview and nomination letter on or before October 4th to all nominees.
- **Interviews/self-assessment(s) will be due by October 25th.** Nominees not submitting their interviews will not be considered for the award.
- **Phone Interviews/self-assessments will be conducted October 28th – October 31st.** A notice will be sent to all nominees with a date and time of their phone interview/self-assessments.
- A secret shop (in person or via telephone) is a possibility if needed by the judges. This would be for ALL individual awards listed.
- **Headshots due from the nominee with their self-assessment by October 25, 2019.**

Questions? Contact the GBAA office at 205-545-7695 or 205-533-1644. Email: info@gbaa.biz.

