

**BEST SECTION 515 OR SECTION 514  
SITE MANAGER  
NOMINATION FORM/CHECKLIST**

Please address the following criteria in the space provided. Remember, keep your answers short and concise; however, the more letters, pictures, and documentation you can provide, the better. The nomination package should include the nomination letter summarizing nominee's qualifications and address all the following items and include attachments. This completed checklist should be attached to your nomination package. Failure to address each item will cause the package to be considered incomplete.

Name of the Site Manager Nominee: \_\_\_\_\_  
Name of Property(s): \_\_\_\_\_  
Name of Management Company (if applicable): \_\_\_\_\_  
Year Began Managing at Property: \_\_\_\_\_

Brief Biography of Nominee:

**SECTIONS I – III ARE TO BE COMPLETED BY THE NOMINATING PARTY:**

**I. Tenant Satisfaction.**

Overall, are tenants happy with the efforts this site manager makes on their behalf and on the behalf of the property? How do you know? Include photographs.

Attach the following:

- Letters commenting on the nominee's accomplishments from Congressmen or other officials or tenants.

**II. Curb Appeal.**

Is the property attractively maintained and landscaped? Are the grounds free of debris? If applicable, you may wish to discuss particular actions the site manager has taken to increase the appeal of the property.

Attach the following:

- Pictures of grounds, buildings and signage indicating curb appeal.

**III. Actions above and beyond what is expected.**

Please describe any actions this site manager takes on a consistent basis which make him or her truly exceptional and outstanding. Good pictures also help in this category. Document activities such as:

- Pictures of tenants engaging in social activities.
- Copies of publications (such as newsletters) initiated and maintained for the residents.
- Newspaper articles depicting care of tenants.
- Articles or letters showing involvement in the community.
- Helping residents obtain additional services.
- Receipt of additional certifications and/or training.
- Implement practices that result in cost savings to the property.

Section I – III - Completed By: \_\_\_\_\_  
(Nominating Person)

**SECTION IV MUST BE PROVIDED BY THE AGENCY:**

**IV. Compliance with Rural Development's Regulations.**

Attach the following documents:

- Letter or written statement from servicing office verifying there are no incidents of non-compliance and no unresolved findings.
- Copy of last Supervisory Visit (MFIS Form 2000) (complete supervisory visit report must have been completed during the nominee's tenure at property).
- Copy of last Compliance Review (Form RD 400-8) (complete compliance review report must have been completed during the nominee's tenure at property).
- Copy of most recent Physical Inspection Report (Form RD 3560-11) (complete physical inspection report must have been completed during the nominee's tenure at property).

Section IV - Completed By: \_\_\_\_\_  
(Agency Staffer)