

Employment Application

Resident Manager

Name:	Pets? Y N	Proposed # of occupants:
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Smoker: Y N	Typing: Y (WPM___) N	Bookkeeping: Y N	Property Management: Y (yrs___) N
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____ (initial) **I understand that this position will require me take telephone calls, return calls, answer emails, assist tenants, assist prospective tenants, coordinate with and schedule vendors, and perform other duties as assigned by Management. I understand that this position will require me to be on the property during "business hours" as set from time to time by Management.**

Employment Information:

Current (or most recent) employer:

Address:

Telephone:	Supervisor:	Telephone:
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Dates: from to	Position:	Salary:
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What did you like most?

What did you like least?

Previous employer:

Address:

Telephone:	Supervisor:	Telephone:
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Dates: from to	Position:	Salary:
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What did you like most?

What did you like least?

**Please use supplemental Employer sheet for additional employers. Must provide 10 years of work history or since 16 years old, whichever is shorter.

Education:

Highest level of education completed:	Current student? Y N
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High school:	City:	Dates: from to	Graduated? Y N
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College:	City:	Dates: from to	Graduated? Y N
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College:	City:	Dates: from to	Graduated? Y N
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List all degrees held:

List all languages spoken other than English (fluently):
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General:

Date available to start:

Are there any days/times you CAN'T work (explain): _____ _____

The complex for which you are applying is relatively small. The compensation for a resident manager is typically limited to free rent. How, other than free rent, will you support yourself while being around the property most of the time? _____ _____
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Please answer the questions and scenarios listed on the next page.

____ (initial) I understand that the compensation for this position is limited to free rent.

____ (initial) I understand that I will have to be on the property during “business hours” as set by Management, not to exceed 40 hours per week.

____ (initial) I understand that the hours for this position may vary and can change from week to week based on business and community needs.

____ (initial) I understand that my job tasks are generally outlined in the Resident Manager Job Description and that these job tasks may change from time to time based on business and community needs.

____ (initial) I understand that I will be provided a free 2 or 3 bedroom apartment (townhome or garden style based on availability), will be required to live on the property, and will be required to sign a month-to-month lease agreement. I understand I will be bound to the terms and conditions of the lease agreement, as well as the rules and regulations of the property, just as any other tenant would be.

____ (initial) I understand that if my employment is terminated by my employer for any reason, I may be provided with a 30 day notice to vacate as per the terms of my lease agreement and at the discretion of Management.

____ (initial) I understand that if my employment is terminated for any reason, I will be required to sign a 1 year lease agreement or I may provide to Management a 30 day notice of cancellation of my month-to-month lease. I understand that I will be responsible for full market rent, at then-current rates, effective the day after my last day of employment. I understand that I will be responsible for all utilities and other services effective the day after my last day of employment.

Scenarios:

It’s almost 5:00pm. A tenant calls and is very upset. She says that water is leaking, the water is 1” deep in the hallway, and is now flooding the carpet in the living room. Your maintenance person had to leave early for a doctor appointment and is not readily available. What would you do? _____

A tenant has just moved out. When performing your walkthrough, you find that the tenant left the unit in poor condition and will need the following rehab work: paint throughout, new carpet throughout, new dining room light fixture, new vinyl flooring in the bathrooms, and a thorough cleaning.

Of the items mentioned, which would you schedule FIRST, and why? _____

Of the items mentioned, which would you schedule LAST, and why? _____

When would you start showing the unit to prospective tenants, and why? _____

When the tenants of a unit moved in they had no children. We just found out they have a new baby. Explain what you think about the situation and what YOU would do, if anything? _____

Please correct the following sentences, if needed. If no correction is needed, write “OK” next to it.

That’s him. _____

Was you on Andy’s team? _____

You should of seen the crowd at Disneyland yesterday. _____

These here will fit. Those there will not. _____

I seen it at the hardware store. _____

By signing this application, I attest that all information I have included herein is truthful and complete. I authorize Skylark Properties, LLC to verify all of the information contained in this application and authorize any employer, landlord, or other party to verify and release any necessary information.

Signature

Date