



RESIDENT MANAGER APPLICANT INFORMATION

Please complete and fax to 818-545-3688 – Attention: HR Department

Today's Date: _____ How did you hear about us?: _____

Applicant's Name: _____ Phone: (____) _____

Alt. Phone: _____ Email address: _____

Number of occupants including yourself: _____ Adults _____ Persons under 18 years old

Do you have any pets? Yes No If yes, describe: _____

Number of bedrooms desired: 1-bedroom 2-bedroom Other: _____

If you prefer a 2-bedroom, will you accept a 1-bedroom if a 2-bedroom is not available? Yes No

Compensation desired:

Do you require a salary in addition to rental compensation?: Yes No _____

Will you consider a smaller apartment building that offers partial rent as compensation? Yes No

Area(s) you would prefer managing: Glendale Burbank Pasadena San Fernando Valley

San Gabriel Valley Hollywood/LA area West LA Other: _____

Will you consider an area other than the one(s) you checked? Yes No _____

What language(s) do you speak? _____

Availability at the Property: At least one adult must be available as needed during weekdays at the property (to meet vendors, respond to tenant calls, etc.). Please let us know what hours and days you expect that you will NOT be available and why:

Working offsite at another job: Days Evenings Nights Days of Week and Hours: _____

Other Days and Times You Expect to be Offsite for Other Reasons: _____

Light maintenance: We require our resident managers to do some "light" maintenance, for example, change door locks, fix toilets, repair leaky faucets. Do you know how to do these things and are you willing to perform these tasks as needed? Yes No If yes, briefly explain knowledge/experience: _____

Experience: Are you currently managing or have you managed an apartment building before? Yes No

If yes, please list number of units in building and years of experience: _____ Units _____ Years of Experience

How soon could you be available to start managing? _____

Additional information you would like us to know about your skills, experience, qualifications and/or requirements: