



**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: