

APPLICATION for RESIDENT MANAGER

NAME: _____

PETS: YES [] NO [] NUMBER OF DEPENDENTS: _____

SMOKER: YES [] NO [] TYPING: YES [] NO [] _____ WPM
BOOKKEEPING: YES [] NO []

HANDY-MAN SKILLS:

PLUMBING [Y] [N] ELECTRICAL [Y] [N] PAINTING [Y] [N]
CARPENTRY [Y] [N] HEATING, A/C [Y] [N] DECORATING [Y] [N]
GARDEN SPRINKLER SYSTEMS [Y] [N]

YEARS OF HANDS-ON EXPERIENCE IN PROPERTY MANAGEMENT: _____

DO YOU UNDERSTAND THAT THE JOB OF RESIDENT MANAGER WILL REQUIRE YOU TO BE AROUND THE PROPERTY MOST OF THE TIME? [Y] [N]

PRESENT EMPLOYER: _____ TEL: (____) _____

(or most recent employer)

EMPLOYED FROM: _____ TO _____ POSITION: _____

SALARY: _____ DUTIES: _____

WHAT PART OF THE JOB DO YOU LIKE MOST? _____

WHAT PART OF THE JOB DO YOU LIKE LEAST? _____

PREVIOUS EMPLOYER: _____ TEL: (____) _____

EMPLOYED FROM: _____ TO _____ POSITION: _____

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU COMPLETED? _____

HIGH SCHOOL ATTENDED: _____ CITY: _____ FROM ____ TO ____

VOCATIONAL OR TRADE SCHOOL ATTENDED: _____ CITY: _____

FROM ____ TO ____ CERTIFICATE [Y] [N]

COLLEGE ATTENDED: _____ CITY: _____ FROM ____ TO ____

GRADUATED? [Y] [N] DEGREE IN: _____

LANGUAGES SPOKEN OTHER THAN English: _____

PLEASE DESCRIBE YOURSELF:

HOW WOULD THIS JOB AS A RESIDENT MANAGER CONTRIBUTE TO YOUR LONG-TERM PERSONAL GOALS ?

Please work out: $236 + 437 + 875 + 682 + 23 + 45 + 17 =$ _____

$972 - 685 =$ _____ $475 \times 622 =$ _____

43 divided by 7 = _____

9 is what percent of 12 ? _____

What is the approximate value of your tool inventory? \$ _____

What is your most valuable tool? _____

Why do you consider it the most valuable? _____

PLEASE READ THE QUESTIONS CAREFULLY:

SITUATION: It's almost 5:00 in the afternoon, and a tenant calls. She is really upset. She says that her water heater is leaking, the water is 1" deep in the hall-way, and is now flooding the carpet in the living room. What would you do?

SITUATION: The tenant from #3 has just moved out. Apt. #3 is a 2 bedroom, 1 bath apartment. Imagine you are working with us and you go out to inspect the apartment. You find that the last tenant left it in poor condition, and will need the following re-hab work: paint, new carpets and drapes, new dining room light fixture, new linoleum in the bathroom, and a thorough cleaning.

1. Of the re-hab items mentioned, which one would you do first, and WHY?

2. Of the re-hab items mentioned above, which one would you do last, and WHY?

3. Assuming you had full authority, how would you decide how much to charge for rent?

4. How soon would you start showing the apartment, and WHY? _____

5. High rents are good. What would you do to make a typical apartment really spectacular, to command higher rents:

SITUATION: When the tenants from #3 moved in they had no children. We have just found out that they now have a baby. Tell us what you think about this situation, and what YOU would do, if anything?

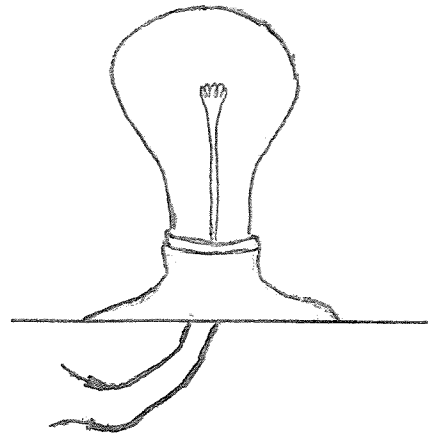
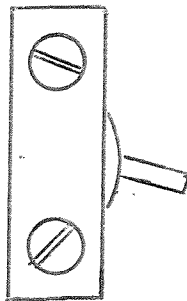
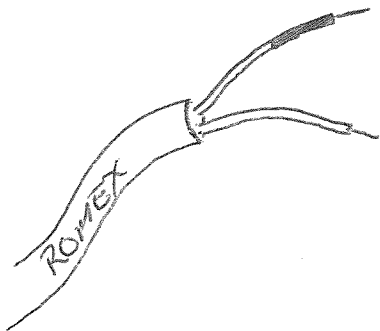
DO YOU HAVE AN OPINION AS TO THE COST OF ANY OF THE FOLLOWING ITEMS?

1. A 1/3rd horse-power garbage disposal: \$ _____
2. Cost per yard, typical apartment carpets: \$ _____
6. Cost of a service call to un-clog a drain: \$ _____

Please correct the following sentences, IF NEEDED.

- 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.

HOW WOULD YOU WIRE THIS FIXTURE:



Please estimate the time required to change a garbage disposal, assuming similar brand and model, and no new plumbing or electrical work required.
time: _____

SITUATION: A tenant reports to you that they do not have any hot water. At this building each unit has its own gas water heater. After locating the water heater, what would you do to troubleshoot this problem?

SITUATION: The tenant from #3 has just moved out. When she moved in there was a 4" diameter black burn mark on the LAMINATE counter-top approximately 8" to the right of the stove, and 8" back from the edge. It would cost about \$600 to remove and replace the counter-top. What would you do?

SITUATION: There is a set of stairs at the property. They were painted several weeks ago. We are concerned about tenant safety. Tell us what you would do to make these stairs safe:

Now, try this one:

The Resident Manager walked into the parking lot. A blue Toyota was blocking the entrance to the lot. All doors are locked, all windows up. Four tenants were standing around, discussing the situation. One of these four owns the car. Each of them makes a statement to the Resident Manager:

- Alice - "I know whose car it is".
- Benny - "It's my car".
- Carol - "It's Benny's car".
- Donald - "It isn't Benny's car or Carol's car"

Background inquiries reveal that all of the tenants are totally untrustworthy, so the Resident Manager correctly perceives that they ALL are lying.

Whose car is it?

But that's a bit easy. Suppose instead that the Resident Manager correctly perceives that JUST ONE suspect is lying.
Then whose car is it? _____

INSTRUCTIONS: Please read the following story. You can assume that everything that it says is true. Read carefully because the story is deliberately vague in spots. Don't try to memorize it. You can look back at any time.

Then read the numbered statements about the story and decide whether you consider each one TRUE, FALSE, or QUESTIONABLE. Circling the "T" means that you are sure that the statement is definitely TRUE. Circling the "F" means that you are sure that the statement is definitely FALSE. Circling the "?" means that you cannot tell if the statement is TRUE or FALSE. If you feel doubtful about any part of the statement, circle the "?".

THE STORY:

The owner of the Adams Manufacturing Company entered the office of one of his foremen where he found three employees playing cards. One of them was Carl Young, brother-in-law of foreman Henry Dilson. Dilson, incidentally, often worked late. Company rules did not specifically forbid gambling on the premises, but the owner has expressed himself forcibly on the subject.

THE STATEMENTS:

1. In brief, the story is about a company owner who found three men playing cards. T F ?
2. Company rules forbade playing cards on the premises after hours. T F ?
3. While the card playing took place in Henry Dilson's office, the story does not state whether Dilson was present. T F ?
4. Dilson never worked late. T F ?
5. Gambling on the premises of the Adams Manufacturing Company was not punished. T F ?
6. Carl Young was not playing cards when the president walked in. T F ?
7. Three employees were gambling in a foreman's office. T F ?
8. The card players were surprised when the owner walked in. T F ?
9. Henry Dilson is Carl Young's brother-in-law. T F ?
10. The owner is opposed to gambling on company premises. T F ?
11. Carl Young did not take part in the card game in Henry Dilson's office. T F ?

On the following 2 pages you will find a rental application. The applicant is interested in an apartment in a desirable area of Pasadena. The unit he has selected has 2 bedrooms, 1.5 baths, stove, refrigerator, air, a small fire place, has 1 parking space in the car-port behind the building, and rents for \$895 per month. We would be asking for the first month's rent plus a \$995 security deposit.

On the application form, please circle any items that would worry you. On this page please list what you would consider the strong and weak points of the application, and then please indicate whether you would accept or decline the application. You can assume that all of the information on the application form is true.

IN YOUR OPINION, WHAT ARE THE STRONG POINTS IN THE APPLICATION:

- 1.
- 2.
- 3.
- 4.
- 5.

AND, WHAT DO YOU SEE AS THE WEAK POINTS IN THE APPLICATION

- 1.
- 2.
- 3.
- 4.
- 5.

REGARDING THE APPLICATION, WOULD YOU ()ACCEPT? OR ()REJECT?

SITUATION: A tenant calls you to complain that there is a trail of ants marching across her kitchen counter. What would you do?

#11 BEVEN & BROCK RENTAL APPLICATION (ONE APPLICATION PER ADULT APPLICANT)

PROPERTY ADDRESS			UNIT	REQUESTED MOVE-IN DATE	
LAST NAME	FIRST	MIDDLE	BIRTHDATE	SOCIAL SECURITY	
Williamson	Howard	Elias	6-08-89	900-85-1310	
GOVERNMENT ISSUED ID. #		STATE	PAGER OR CELL PHONE		
M44562		Ca	(626) 791-4242		
OTHER NAMES USED			DAY PHONE	EVENING PHONE	
(None)			(626) 791-4242	(626) 791-4242	
EMAIL ADDRESS HOME			EMAIL ADDRESS WORK		
WilliamsonHpot@aol.com			Ganja420@gogreen.org		
PLEASE LIST ALL PROPOSED OCCUPANTS					
Tony Williamson, Marcia Williamson					

WILL YOU HAVE PETS? IF YOU WILL, PLEASE DESCRIBE:
 YES NO

VEHICLES: YEAR	MAKE	MODEL	COLOR	LICENSE NUMBER	STATE	INSURANCE COMPANY
2006	Chevy	Corvette	Black	1 Do Drugs	CA	ALL STATE
2005	Honda	Accord	Black	XCH900	CA	ALL STATE

RESIDENCES	CURRENT RESIDENCE		PREVIOUS RESIDENCE		PRIOR RESIDENCE	
STREET ADDRESS	441 S. El Molino		350 S. Los Robles		826 S 18th St.	
CITY	Pasadena		Pasadena		Hermosa Beach	
STATE AND ZIP	Ca, 91101		Ca, 91101		Ca, 91770	
DATES OF RESIDENCY	FROM	TO	FROM	TO	FROM	TO
	3-1-11	Present	6-1-09	3-1-10	8-25-08	06-1-09
LAST RENT AMOUNT PAID	\$ 1485.00		\$ 1500.00		\$ 1265.00	
OWNER / MANAGER	Mrs. Jones		Jason Edwards		Jim Williamson	
PHONE NUMBER					310-371-5961	
REASON FOR LEAVING	Looking for larger apt.		Looking for 2 bdrm apt.		To be closer to work.	

EMPLOYMENT	CURRENT EMPLOYMENT		PREVIOUS EMPLOYMENT		PRIOR EMPLOYMENT	
EMPLOYED BY	Clark Electric		Murphey Plumbing		(None)	
ADDRESS	1410 S. Fair Oaks		1339 E. Washington			
EMPLOYER'S PHONE	(626) 449-1531		(626) 799-1531		()	
OCCUPATION	Electrician		Plumber			
POSITION						
NAME OF SUPERVISOR	Mr. Clark		Mr. Murphey			
DATES OF EMPLOYMENT	FROM	TO	FROM	TO	FROM	TO
	6-2011	Present	1-2009	6-2010		
NET INCOME PER MONTH	\$ 1990.00		\$ 1565.00			

YOUR BANK, CREDIT UNION OR SAVINGS ACCOUNTS (DO NOT WRITE ACCOUNT NUMBERS)	APPROXIMATE BALANCE
Security Pacific Bank	\$ 1,167.00
Home Savings, So. Pasadena	\$ 385.00

PLEASE LIST ALL CREDIT CARDS AND FINANCIAL OBLIGATIONS	TOTAL AMOUNT OWED	MONTHLY PAYMENT
Bank of America	\$788. ⁰⁰	\$45. ⁰⁰
Ford Credit Corp.	\$18,775. ⁰⁰	\$325. ⁰⁰
AL & Ed's Electronics	\$12,045. ⁰⁰	\$285. ⁰⁰

Credit Score - _____

PLEASE ANSWER THE FOLLOWING. ANY ITEM LEFT BLANK WILL ASSUMED AS A "NO" OR "NONE" ANSWER

- ARE YOU A SMOKER? [Y] [N]
- HAVE YOU EVER BEEN EVICTED? [Y] [N]
- HAVE YOU EVER RECEIVED A "3-DAY NOTICE TO PAY RENT OR OUIT"?
- HAVE YOU HAD A CHECK RETURNED FOR INSUFFICIENT FUNDS, OR BECAUSE YOUR ACCOUNT WAS CLOSED, IN THE PAST 12 MONTHS? [Y] [N]
- HAVE YOU EVER BEEN ASKED TO MOVE, OR BEEN GIVEN A "30-DAY NOTICE TO MOVE" FOR REASONS OTHER THAN A PENDING PROPERTY SALE? [Y] [N]
- DO YOU HAVE A CRIMINAL RECORD OR ANY CRIME INVOLVING HARM TO PERSONS OR PROPERTY OR MULTIPLE OFFENSES? IF SO, PLEASE EXPLAIN _____ [Y] [N]
- HAVE YOU FILED FOR BANKRUPTCY WITHIN THE PAST 10 YEARS? IF SO, CHAPTER 7 OR CHAPTER 13 (CIRCLE ONE) DISCHARGED OR DISMISSED (CIRCLE ONE) DATE: _____ [Y] [N]
- HAVE YOU EVER HAD AN ACCOUNT PLACE IN COLLECTION, OR WRITTEN OFF FOR FAILURE TO MAKE PAYMENTS ON TIME? IF SO, PLEASE EXPLAIN _____ [Y] [N]

NOTES TO APPLICANT: ACCEPTANCE OF THIS APPLICATION FORM BY BEVEN & BROCK DOES NOT IMPLY APPROVAL THERE OF. NO STATEMENTS MADE BY ANY EMPLOYEE OF BEVEN & BROCK PRIOR TO DELIVERING A FULLY SIGNED CONTRACT TO THE APPLICANT WILL IMPLY APPROVAL OF THIS APPLICATION. IF THIS APPLICATION IS ACCEPTED, WE WILL REQUIRE A DEPOSIT OF 20 % OF THE RENT TO HOLD THE VACANCY PENDING A THOROUGH BACKGROUND CHECK. IF YOUR APPLICATION IS APPROVED, YOU WILL BE EXPECTED TO BRING IN THE FIRST MONTH'S RENT AND SECURITY DEPOSIT WITHIN TWO DAYS, THIS PAYMENT MAY BE BY MONEY ORDER OR CASHIER'S CHECK. WE DO NOT ACCEPT CASH IN LARGE AMOUNTS (SUCH AS A RENT PAYMENT OR A SECURITY DEPOSIT).

FOR EACH ADULT APPLICANT (OVER 18) WE WILL NEED A GOVERNMENT ISSUED PHOTO ID. FOR ALL APPLICANTS WE WILL NEED TO SEE THREE RECENT PAY-STUBS OR THREE RECENT BANK STATEMENTS SHOWING A CONSISTENT MINIMUM BALANCE IN EXCESS OF THREE MONTH'S RENT.

APPLICANT DECLARES THAT ALL OF THE STATEMENTS ARE TRUE, ACCURATE, AND FULLY REPRESENT THE APPLICANT'S RENTAL, CREDIT, FINANCIAL, AND EMPLOYMENT HISTORY. APPLICANT AUTHORIZES VERIFICATION OF THE ABOVE INFORMATION, INCLUDING BUT NOT LIMITED TO THE OBTAINING OF A CREDIT REPORT, AND AGREES TO PROVIDE ADDITIONAL CREDIT INFORMATION ON REQUEST. THE TYPICAL RENTAL CONTRACT IS FOR NINE MONTHS, CONVERTING TO MONTH-TO-MONTH THEREAFTER.

DATE 3-8-12 APPLICANT David Williamson

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS BECOME THE PROPERTY OF BEVEN & BROCK, NOT THE APPLICANT.

FOR OFFICE USE ONLY:		
_____ RENTAL HISTORY	_____ WORK HISTORY	_____ NET INCOME

If selected for a position with Beven & Brock, when could you start? _____

If selected, what hours would you be available to do this job? _____

Are there any days or times when you would be unable to work?

IF SO, PLEASE EXPLAIN.

The apartment complexes we manage are relatively small. The compensation for a resident manager typically is limited to free rent. How, other than the "free rent" will you be able to support yourself, while being around the property "most of the time" ?

What size building would you like to manage? _____

What compensation are you expecting? _____

What size apartment do you need? _____

By initialing here _____, I state to Beven & Brock that I a and have no known physical or mental condition which would impair my ability to perform in a job that requires some light maintenance abilities and a high level of responsibility.

I hereby authorize Beven & Brock to check references, credit, and any criminal history to the extent that they deem necessary.

Date: _____

Applicant Signature