





Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

## Preliminary Management Interview

1. How did you hear about us? \_\_\_\_\_

2. What type of position are you looking for? FT or PT

3. What days are you available to work? \_\_\_\_\_

4. Can you live on site? Y N

5. What size apartment would you need? \_\_\_\_\_

For how many persons? \_\_\_\_\_

Do you have any pets? \_\_\_\_\_

What kind & size \_\_\_\_\_

6. Why do you want to work for RTM and in property management?

7. What sales or customer service skills do you have?

8. Experience in this field? If not, do you know what's required?

9. What office skills & experience do you possess?

10. Salary requirements? \_\_\_\_\_

11. Do you have a valid state issued DL? Y N

12. Do you have a Social Security Card? Y N

13. Do you have reliable transportation? Y N

14. Do you have Insurance to drive? Y N

15. If you are offered a position when could you start? \_\_\_\_\_

16. What date could you be available for a personal interview? \_\_\_\_\_

Thank you for considering RTM as a potential employer! We will review all the information of all applicants, possible interviews will then be scheduled for the most qualified applicants.

## MANAGEMENT EXPERIENCE CHECK LIST

NS = NOT SKILLED, have never done this work previously

SS = SEMI SKILLED, have done this work before occasionally

S = SKILLED, have completed this work repeatedly in a correct and competent manner

PHONES	NS	SS	S
Take messages	[ ]	[ ]	[ ]
Give rental info	[ ]	[ ]	[ ]
Make appointments	[ ]	[ ]	[ ]

TOURS	NS	SS	S
Greet people	[ ]	[ ]	[ ]
Show a model	[ ]	[ ]	[ ]
Demonstrate an apt	[ ]	[ ]	[ ]
Receive applications	[ ]	[ ]	[ ]
Receive deposits	[ ]	[ ]	[ ]
Write deposit receipt	[ ]	[ ]	[ ]
Figure a pro ration	[ ]	[ ]	[ ]

DIFFICULT COMMUNICATIONS	NS	SS	S
Handle irate residents	[ ]	[ ]	[ ]
Found resolve for residents	[ ]	[ ]	[ ]
Inform applicant of denial	[ ]	[ ]	[ ]
Serve notices	[ ]	[ ]	[ ]
Handle maint complaints	[ ]	[ ]	[ ]
Handle security deposit dispositions	[ ]	[ ]	[ ]

MOVE INS	NS	SS	S
Schedule move in date	[ ]	[ ]	[ ]
Schedule turnover of unit	[ ]	[ ]	[ ]
Execute move in paperwork	[ ]	[ ]	[ ]
Document move in walkthrough	[ ]	[ ]	[ ]

MOVE OUTS	NS	SS	S
Receive Intent to Vacate	[ ]	[ ]	[ ]
Schedule move out turnover	[ ]	[ ]	[ ]
Rent apts on notice	[ ]	[ ]	[ ]
Performed move out walkthrough	[ ]	[ ]	[ ]

REPORTING	NS	SS	S
Weekly Recap	[ ]	[ ]	[ ]
Monthly Recap	[ ]	[ ]	[ ]
Calculate Net to Rent	[ ]	[ ]	[ ]
Calculate Closing Ratio	[ ]	[ ]	[ ]
Budget Variance Reporting	[ ]	[ ]	[ ]

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	NS	SS	S
<b>ACCOUNTS RECEIVABLE</b>			
Receive rent checks	[ ]	[ ]	[ ]
Post rents (manually)	[ ]	[ ]	[ ]
Post rents (computerized)	[ ]	[ ]	[ ]
Balance deposit slip and checks	[ ]	[ ]	[ ]
Balance rent journals and deposits	[ ]	[ ]	[ ]
Balance monthly deposits and monthly summary	[ ]	[ ]	[ ]
<b>ACCOUNTS PAYABLE</b>			
Receive bills and invoices	[ ]	[ ]	[ ]
Stamp and code bills	[ ]	[ ]	[ ]
Authorize payment on work performed	[ ]	[ ]	[ ]
Place check request	[ ]	[ ]	[ ]
Reconcile charge account statements	[ ]	[ ]	[ ]
Cut checks for immediate payment	[ ]	[ ]	[ ]
Issue checks	[ ]	[ ]	[ ]
<b>SUPERVISORY</b>			
Supervise projects	[ ]	[ ]	[ ]
Supervise capitol projects	[ ]	[ ]	[ ]
Supervised up to 5 employees	[ ]	[ ]	[ ]
Supervised up to 10 employees	[ ]	[ ]	[ ]
Supervised up to 15 employees	[ ]	[ ]	[ ]
Interview and hire employees	[ ]	[ ]	[ ]
Train employees	[ ]	[ ]	[ ]
Document adverse employee activity	[ ]	[ ]	[ ]
Recommend termination	[ ]	[ ]	[ ]
Conducted termination based on performance	[ ]	[ ]	[ ]
Performed termination based on issues other than performance	[ ]	[ ]	[ ]
<b>PAYROLL</b>			
Record employee's hours and calculate for payment	[ ]	[ ]	[ ]
Track employee's attendance	[ ]	[ ]	[ ]
Track employee's vacation accrual	[ ]	[ ]	[ ]
Calculate final paychecks	[ ]	[ ]	[ ]
Authorize overtime	[ ]	[ ]	[ ]
Monitor on call employees	[ ]	[ ]	[ ]
Provide final paychecks within legal timeframe	[ ]	[ ]	[ ]

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BUDGET IMPLEMENTATION	NS	SS	S
Research and project for budget preparation	[ ]	[ ]	[ ]
Assist in budget writing	[ ]	[ ]	[ ]
Refer to monthly financials in everyday decisions	[ ]	[ ]	[ ]
Balance budget and explain variances, monthly	[ ]	[ ]	[ ]
Make budget oriented decisions	[ ]	[ ]	[ ]

LEGAL ACTIONS			
Sent 'Three Days to Pay' legal	[ ]	[ ]	[ ]
Sent 'Three Days to Perform' legal	[ ]	[ ]	[ ]
Sent 'Thirty Days' legal	[ ]	[ ]	[ ]
Handled resident attempting to pay rent after gone legal	[ ]	[ ]	[ ]
Appeared in court for rent non-payment as agent of landlord	[ ]	[ ]	[ ]
Appeared in court for covenant performance as agent of landlord	[ ]	[ ]	[ ]
Appeared in court for 30 day eviction as agent of landlord	[ ]	[ ]	[ ]
Testified under oath on behalf of landlord	[ ]	[ ]	[ ]

CAPITOL PROJECTS			
Made initial contacts with contractors for bids	[ ]	[ ]	[ ]
Met with contractors and discussed project up for bid	[ ]	[ ]	[ ]
Forward bids for decision on capitol project	[ ]	[ ]	[ ]
Supervise and monitor progress of project through completion	[ ]	[ ]	[ ]
Authorize payment for project completed	[ ]	[ ]	[ ]

APPLICANT NAME .....

DATE .....