

Property Manager Supplemental Application

1. Does the Applicant enter into a contract with each property owner? YES NO
2. Is a budget prepared for each property managed? YES NO
3. Does the Applicant obtain a credit report and perform a background check for each prospective tenant? YES NO
4. Are standard management and lease agreements used for all properties? YES NO
5. Does the Applicant hire contractors to provide services for any managed properties? YES NO
 - a. **If Yes, does the applicant require certificates of insurance from each contractor?** YES NO
6. What is the Applicant's average authority for capital improvements, repairs, etc.? \$ _____
7. Does the Applicant require liability insurance to be in place for all properties managed? YES NO
8. Does the Applicant have ownership interest in any properties managed? YES NO
9. Indicate the number of years of property management experience _____
10. Please provide a breakdown of the types of properties managed, revenues and ownership interest:

Property Type	Number of Units/Sq. Ft.	Gross Property Management Income	% of Ownership Interest (if any)
1-4 Family Residential	# Units:	\$	%
Apartments/ Condominiums	# Units:	\$	%
Home Owners Associations	# Units:	\$	%
Shopping Centers	Sq Ft:	\$	%
Office Buildings/ Commercial	Sq Ft:	\$	%
Other (Specify):		\$	%

Signature

Print Name

Date