



Temporary Apartment Management
Staffing the Apartment Industry

THIS AGREEMENT IS BETWEEN TEMPORARY APARTMENT MANAGEMENT, INC. aka TAM and:

PROPERTY NAME: _____

PROPERTY ADDRESS: _____

POLICIES

- DURATION OF AGREEMENT:** As long as the client uses the services of TAM and there are no changes in the property's ownership and/or management and there are no changes in TAM's policies and/or prices.
- SERVICE:** Temporary staffing and/or direct placement of candidate.
- RATE:** See list of services and prices.
- PAYMENT:** Due within 30 days from date of invoice.
- LATE FEE:** 10% of total invoice if not paid within 40 days.
- HOURS OF OPERATION:** Determined by each property; Minimum of 4 hours a day.
- WORK WEEK:** Monday through Sunday.
- OVERTIME:** Each of TAM's employees will not be scheduled over 40 hours in any given week. If, at the request of the property, they are needed over 40 hours, the property will be billed time + ½ time. To avoid having to charge this rate, TAM will encourage the property to use a 2nd or even 3rd specialist.
- STAFFING REQUEST:** If a TAM employee is asked to do a job that would constitute a different position and would be billed at a higher rate, the whole day will be billed at that higher rate.
- ON-CALL:** If a TAM employee is asked to wear a pager or carry a property radio/phone after hours and/or respond to emergency calls, the property will be billed a minimum of 2 hours a day at time + ½ time. Any work performed in addition to the 2 hours will be billed at the same rate for the actual time worked.
- MILEAGE:** *\$.38 per mile if a TAM employee has to leave the property to conduct business for the property. (*Subject to change)
- PLACEMENT FEE:** Will be charged if TAM is responsible for the introduction of the employee to your property and/or company. The fee is equivalent to

_____ Initial/page 1

the billing of 40 hours of service. This fee will be charged if the TAM employee is hired up to six (6) months from the date of last contact whether that be temping or interviewing. Employment separation between TAM and said employee does not null and void this agreement. Special discounts will be given to those clients that use the candidate on a temporary basis before hiring. **See Placement Fee Discounts.**

- PLACEMENT GUARANTEE:** 30-day guarantee for direct placements only. If the employee quits or is terminated within this time, the placement fee will be voided. There is no guarantee for those clients that are not billed a placement fee due to using the special discounts.
- SUSPENSION OF SERVICE:** Service will not be provided to any property that has an outstanding invoice of 60 days or older.
- COLLECTIONS:** Legal action will be taken on all accounts 100+ days past due. Client agrees to pay for any and all attorney's fees and filing fees.
- DISCLOSURE:** A 60-day notice must be given prior to any change in management or ownership. At that time, all invoices will be due upon receipt.
- TESTIMONY:** The property is not currently under foreclosure and/or bankruptcy proceedings.
- CANCELLATION:** A 24-hour notice of cancellation must be given prior to the day of service. A penalty charge of \$100.00 will be billed if this courtesy not given.
- HOLIDAYS:** Billed at time + ½ time for the following holidays: New Years Eve, New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve & Christmas.

PRICES

- LEASING SPECIALIST:** Answer phones; Greet prospects/residents; Show the property/model/vacant units; Follow up with prospects; Market; Market surveys; Computer entry: limited to traffic, credit reports and work orders; Check social media sites; Verify applications; Prepare lease packages; Walk move-ins; Walk show units; Type resident letters; Renewals; File; Keep office tidy.
*When marketing-- \$.38 will be charged per mile.
- CONVENTIONAL: \$18.50/Hr.**
- TAX CREDIT: \$19.50/Hr.**
- DATA ENTRY/ASSISTANT:** That which is mentioned above + Organize office and or files; Audit files; Enter and update community information in the computer; Post rent; Enter move-ins and move-outs in the computer; Pay bills; Manage turn-key duties; Collections; Recertify resident files on tax credit properties/ Compliance; Make deposits.
\$20.50/Hour

MANAGER: That which is mentioned above + supervise office and maintenance personnel; Interview employee candidates; Train on-site personnel; Prepare budgets; Prepare owner reports and financials; Make deposits; Rectify month-end and year-end reports; Walk vacant units; Walk move-outs; Assess damage fees; File evictions.
\$24.95/Hour
(1-299 units)
300+ units will be negotiated at time of contract.

***Single Family Housing will be charged an additional \$1.00/hr per position.**

**GROUNDSMAN/
PORTER/CPO:** Keep trash picked up on property grounds; Remove debris from pool filters/skim pools; If certified, clean pool with chemicals; Keep office, model/show units tidy; Remove trash from vacant apartments; Deliver letters to residents; Pressure wash.
\$16.95/Hour

HOUSEKEEPER: Clean Office/Models/Vacant units/Amenity areas.
\$16.95 /Hour

PUNCH TECH: That which is mentioned above + Prepare vacant apartments for move-ins (limited to: painting, caulking, minor sheetrock repair, replace blinds, replace door stops, replace switch plates, replace toilets, replace garbage disposals).
\$19.95/Hour

MAINTENANCE TECH: That which is mentioned above + Complete work orders in occupied units; Rehab vacant units (to include: changing out appliances, replace cabinets, replace/resurface counter tops; major sheet rock repair), electrical work, plumbing.
\$21.25/Hour

CERTIFIED TECH: That which is mentioned above + Work on heating and air conditioners; Dispose of Freon and refrigerants.
(HVAC/EPA)
\$23.95/Hour

**MAINTENANCE
SUPERVISOR:** That which is mentioned above + Supervise maintenance personnel; Distribute/close out work orders; Schedule vendors; Manage turn-key duties; Walk vacant apartments; Walk move-ins; Walk move-outs; Order parts; Conducts month-end reports.
\$25.00/Hour

PLACEMENT FEE DISCOUNTS

The discount is only applicable towards what the candidate that is to be hired has worked. The discount does not begin with the first day of service if another employee was used.

After 40 hours	10% off	placement fee
After 80 hours	20% off	placement fee
After 120 hours	30% off	placement fee
After 160 hours	40% off	placement fee
After 200 hours	50% off	placement fee
After 240 hours	60% off	placement fee
After 280 hours	70% off	placement fee
After 320 hours	80% off	placement fee
After 360 hours	90% off	placement fee
After 400 hours	100% off	placement fee

CLIENT ACKNOWLEDGEMENT

SIGNATURE: _____

PRINTED NAME OF SIGNATURE: _____

EMPLOYED BY: _____

POSITION: _____

PREFERRED METHOD TO RECEIVE INVOICING: _____ MAIL _____ EMAIL _____ OPS

PROPERTY AND/OR INVOICING EMAIL: _____

WHO IS RESPONSIBLE FOR PAYMENT OF INVOICES?

_____ OWNER _____ AGENT

ARE YOU ACTING AS AGENT FOR THE OWNER? _____ Y _____ N

LEGAL NAME AND ADDRESS OF ENTITY RESPONSIBLE FOR PAYMENT IF NOT AGENT:

