*Please fill out the attached questionnaire, and return it with your resume when submitting your application.*

1. Have you worked as a resident manager/leasing agent previously? Please describe any previous roles you had, including job duties.
2. Please provide details on your previous work experience in:
   1. Leasing
   2. Administration
   3. Cleaning
   4. Building maintenance
   5. Groundskeeping
   6. Customer service
3. What do you feel are the most important things to know about a potential tenant before we rent to them?
4. What would you say is your most effective approach to closing?
5. What are your “red flag” issues that warn you someone might not be a good tenant when they are applying to rent?
6. Please describe any experience you have collecting rent. What is your strategy for handling late payers?
7. This position can have highly variable hours of work, including being available 24/7 to handle tenant emergencies. Have you ever worked in an on-call capacity?
8. Are you available to live on-site as a resident manager?
9. Are you physically fit enough to climb stairs, walk the site regularly, and assist with snow removal if needed?
10. Do you have your own reliable vehicle?
11. Are you willing to provide a criminal record check and credit report during the application process?
12. What are your salary expectations?
13. Is there any other information you feel we should be aware of while considering your application?

*Thank you for your interest in working with St. Regis Management! We will contact you if you have been selected for an interview.*