



**Apartment Association of Greater Los Angeles**  
**STANDARD RESIDENT MANAGER EMPLOYMENT AGREEMENT**

- A. Resident Manager: \_\_\_\_\_ B. Unit No. \_\_\_\_\_
- C. Premises Address: \_\_\_\_\_
- D. Total Monthly Compensation \$\_\_\_\_\_ Enter the total amount the Owner will pay per month for the agreed work to be done regardless of how it is paid, whether it is 2/3's of the monthly rental value of the Manager(s) unit alone, a lesser amount or the total of the value of the use of the unit plus Cash.
- E. Current Minimum Wage: \_\_\_\_\_ \$8.00 per hour  
This amount changes frequently so be sure it is accurate.
- F. Maximum Number Of Agreed Hours Of Work Each Month:  
Enter the Maximum Number of Agreed Hours of Work Each Month for the Total Monthly Compensation. This number may be no greater than the Total Monthly Lease Compensation (D) divided by the Minimum Wage (E).
- G. Number Of Managers:  
Enter the number of managers whether: A single person (1) or co-managers (2) \_\_\_\_\_
- H. Monthly Rental Value Credit Manager's Unit: \_\_\_\_\_
- I. Rental Value Credit Against Salary: \$\_\_\_\_\_  
Enter the Monthly Rental Value Credit. Currently, the maximum amount that may be taken as a credit against the Manager(s) salary per month is the lesser of 2/3 of the rental value (H) of the Manager(s) unit or \$451.89 for 1 manager or \$668.46 for co-managers. For instance, if the rental value of the Manager(s) unit is \$1,200 per month, THE MAXIMUM that may be taken as a credit is either \$451.89 for (1) or \$668.46 for (2), not 2/3 of \$1,200 (or \$800)
- J. Cash Per Month: \$\_\_\_\_\_  
Subtract the Monthly Rental Value Credit (I) from the Total Monthly Compensation (D) - The result is the cash due for the hours worked, half of which must be paid twice per month (K).
- K. Dates Of ½ Payment (2X) Each Month: \_\_\_\_\_
- L. Days Off Per Week (1 Day Minimum): \_\_\_\_\_
- M. Days To Vacate On Termination: \_\_\_\_\_

The Owner must receive time sheets\* each month showing that the hours worked do not exceed the Maximum hours of work shown in F, above. Manager(s) will not be paid for more hours absent written approval. The Manager shall be paid half of any Cash due twice per month.

1. Resident Manager's Compensation: During employment, Resident Manager (A) shall receive, as monthly compensation, the use of the Resident Manager's Unit set out in Section (B) and the cash, if any, on the dates set out in Section (J) for the performance of work\* described below on the Premises set out in Section (C). Such compensation shall represent a sum at least equal to the current Minimum Wage set out in Section (E) times the number of hours actually worked, as defined herein, up to but not exceeding the Maximum Agreed Hours of Work Each Month set out in Section (F). Resident Manager's Unit has a Monthly Rental Value set out in Section H. Owner shall be entitled to a Rental Value Credit to be added to Resident Manager's monthly Cash payment, if any, to reach Resident Manager's Total Monthly Compensation, and said Rental Value Credit shall be equal to 2/3 of the Monthly Rental Value of Resident Manager's Unit including all utilities provided, but not to exceed the applicable amount set out in Section (I).

2. **Resident Manager's Work:** Resident Manager shall perform ordinary resident apartment manager work as required by Owner for the Premises and, as instructed by Owner, shall\*\*:
  - a. Show and rent apartments as they become vacant;
  - b. Collect all rents when due and promptly deposit them in the building account or deliver them to Owner;
  - c. Clean or supervise the cleaning and preparation of all vacant apartments for rental;
  - d. Maintain the common areas in a clean, safe and orderly condition;
  - e. Prepare and keep such records and reports required for the operation of the Premises;
  - f. Comply with the rules and regulations of the Fair Employment Practices Commission of the State of California concerning rental practices, and with the Fire, Health and Safety Departments of City or County Government;
  - g. Advise Owner of any unusual tenant-problems or behavior;
  - h. Spend or contract to spend only such amounts as specifically authorized in writing by Owner;
  - i. Submit signed time cards or time sheets to Owner each week showing Resident Manager's daily hours of work.
  
3. **Hours of Work:** "Hours of work" shall mean that time actually spent in the performance of the work described herein, or of such other work as specifically required by Owner. Hours of work shall not include any time between the times when Resident Manager is actually performing such duties (even though Resident Manager's residence is on the premises and Resident Manager is available therefore) nor any time spent by Resident Manager in personal affairs. It is understood that the nature of the management of apartment buildings is such that hours of work will vary from day to day due to circumstances which are not predictable. Regular office hours, during which Resident Manager is available for work, shall be posted by Resident Manager on the door of the building office or on Resident Manager's door, whichever is appropriate, and Resident Manager shall regulate any and all hours of work so that the total number of hours do not exceed, per month, the number of hours designated in Section F. If for any reason, Resident Manager is unable to perform the duties undertaken hereby in the number of hours designated in Section F, Resident Manager shall immediately so notify Owner, in writing, and Resident Manager shall not work in excess of the number of hours designated in Section F without Owner's written consent, unless said work is caused by an emergency situation. In the event of an emergency, Resident Manager shall notify Owner, in writing, of the number of hours worked in connection with such emergency within 48 hours of completing such emergency work. Resident Manager shall have the day or days off per week designated in Section L and Resident Manager shall not accumulate said day or days from week to week.
  
4. **TERMINATION:** Either party may terminate this contract effective on any date ("Termination Date") without prior notice but Resident Manager shall have the number of days provided in Section M within which to vacate the Manager's Apartment. Resident Manager's compensation shall be prorated to the Termination Date notwithstanding the fact that Resident Manager's compensation is on a monthly or other basis. Notwithstanding the fact that Resident Manager has been given the time set out in Section M to vacate the Premises, Resident Manager shall turn over to Owner all keys, books of account or records of any kind pertaining to the premises, on the Termination Date, unless previously demanded by Owner.
  
5. **MISCELLANEOUS:** Whenever the singular of a term is used in this agreement, it shall also include the plural of such term, where appropriate, and the following additional terms of employment are as follows:

---



---



---



---



---

Date:

Date:

\_\_\_\_\_  
Resident Manager Owner

\_\_\_\_\_  
Owner

\* See Addendum A-Assignment of Duties, if attached.

\*\* See Addendum B-Report of Hours Worked, if attached.