

# EMPLOYMENT CONTRACT (Apartment Manager)

**THIS EMPLOYMENT CONTRACT**, executed by the parties hereinafter indicated as Employer and Employee shall evidence an agreement whereby Employer agrees to hire Employee and Employee agrees to manage for Employer the property herein described under the following terms and conditions:

**PREMISES:** That property known as: \_\_\_\_\_  
located at: \_\_\_\_\_ containing \_\_\_\_\_ units.

**COMPENSATION:** Employee is to receive \_\_\_\_\_ dollars (\$ \_\_\_\_\_)  
per month to be credited towards the rent of \_\_\_\_\_ dollars (\$ \_\_\_\_\_)  
per month for the manager's apartment which is unit # \_\_\_\_\_. Additional compensation or benefits are as follows:  
\_\_\_\_\_

**TERM:** The term of employment shall be from \_\_\_\_\_, 20\_\_\_\_ to such date as this contract is terminated in accordance with the provisions herein.

**DUTIES:** Employee shall perform the following duties:

1. Advertise, rent and show apartments as they become vacant.
2. Collect all rentals when due and promptly deposit the same to Owner's account or as otherwise instructed.
3. Clean or supervise the cleaning and preparation of each apartment for re-rental.
4. Maintain the general premises in a clean, orderly and safe condition.
5. Do such minor maintenance as may be necessary, including but not limited to such items as leaking faucets, stopped-up drains, minor repairs and touch-up painting. It is understood that Employee will not be required, unless otherwise indicated in this contract, to do major repairs or maintenance but that Employee will do such work as will keep outside plumbing and maintenance bills to a minimum.
6. Prepare such records and reports as may be required by Employer.
7. Adjust any complaints of tenants and enforce the rules of the house in accordance with the policies of Employer.
8. Report any unusual tenant problems to Employer.
9. Other Duties:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

**AUTHORITY:** Employee is expected to operate the building with the same care as though it were his own and in such a way as tenants will look to Employee as source of final authority. Employee agrees, however, not to commit Employer for any expense in excess of \$ \_\_\_\_\_ without prior authority and to submit any lease or rental agreement of longer duration than month to month to Employer for signature.

**HOURS OF EMPLOYMENT:** It is understood that the nature of the management of apartment buildings is such that hours of employment will vary from day to day due to circumstances which are not predictable. Employee shall post regular office hours on the door of the office or manager's apartment and regulate his or her additional working hours so that the total of such office hours plus other hours worked will not be more than such as will return to Employee, based on the total compensation stipulated herein, is less than the lawful minimum hourly wage provided under State or Federal legislation nor result in more hours than are permitted as the maximum working hours under such legislation. Employee acknowledges that he or she understands the provisions of the wage and hour legislation of the State of California and agrees to be responsible for submitting signed time cards showing actual hours worked by each employee, including himself or herself, and for reporting to Employer any instance where an adjustment is needed to comply with any such legislation either on the part of Employee or people working under Employee.

**TERMINATION:** This contract may be terminated at any time by either party giving to the other one week's prior notice in writing. While not obligated to do so, it is understood that either party will endeavor to give the other such adequate notice as will enable the other party to make suitable arrangements for replacement or change except that Employer may terminate this contract immediately without advance notice for commission on the part of Employee of nuisance, insubordination, intoxication, embezzlement or default in accounts of any kind. **In the event of termination**, salary of Employee is to be prorated to the stated date of termination, regardless of the fact that Employee may be on a monthly or other basis. Employee shall vacate his apartment in good and clean condition on or before the stated date of termination and shall turn over to Employer all keys, books of account or records of any kind pertaining to the building.

**IN WITNESS WHEREOF**, the parties hereto have executed this contract in the City of \_\_\_\_\_  
in the state of California on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, receipt of a copy of which is  
hereby acknowledged by each party.

**Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

