



Addendum A-Assignment of Duties

Place a ✓ Under the title of the one individual who is primarily responsible for each duty.

		<i>Owner or Agent/ Co-Employee/Co-Manager Employer/Manager</i>	<i>Owner or Agent/ Co-Employee/Co-Manager Employer/Manager</i>	<i>Outside Contractor</i>	
1. Administration					
Depositing collections in bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing checks for accounts payable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reconciling bank account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing federal and state payroll forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing employee's bond applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keeping reports on rent in competitive units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compiling rent change notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintaining rent collection records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing late charge of delinquent notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing 3-day notices to move or pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing and filing unlawful detainer actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enforcement of apartment rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filing small claims court actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Cleaning Apartments					
Vacuuming carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shampooing carpets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerator cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing fixture cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drape cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Window washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screen cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stove and oven cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wall washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cabinet and closet cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heater cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sink, shower, and lavatory cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor washing and/or polishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceramic tile grout cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tops of doorway and window trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Employee Relations					
Pre-employment and termination interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hiring and discharging employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance evaluation and counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Landscape Care					
Watering lawns, shrubs, and trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Watering planters and flower boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mowing grass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trimming grass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trimming shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spraying shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fertilizing grass and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repairing sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Replacing Shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weeding lawns and planting areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Maintenance					
Carpet cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air conditioner cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recreation, sauna, and bathroom cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fishpond or fountain cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laundry room cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance (Continued)					
Hallway Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lightbulb replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carport Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hallway vacuuming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warm air heat filter cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warm air heat filter replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water heater draining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stair and deck cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stair and deck sealing or painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Miscellaneous					
Elevator cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roofing repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Master TV antenna and transformer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Snow removal and slippery walk protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal property inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furniture cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furniture repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furniture replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vending machine repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vending machine collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vending machine stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Property Policing					
Facade cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entry cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garage oils on floors and pavements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Night light setting (time clock)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sign cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driveway cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walkway and lawn policing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage area cleanup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Record Keeping					
Income receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resident name register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manager's weekly apartment report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Record of location by unit of all furniture and equipment owned by apartment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Repairs					
Door or window screen repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door or window screen replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Window pane replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Window crank repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Window crank replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air conditioner repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stove burners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stove and oven handles or knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Repairs (continued)

	Co-Employee/Co-Manager Employee/Manager	Owner or Agent/Employer	Outside Contractor
Dishwasher repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door knobs and cabinet catch replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door and cabinet hinge replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpet repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing faucet washer replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric switch replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric fixture replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stucco patching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stucco painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front door painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fence repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fence painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal stoppage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet seat replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet tank repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of door locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement of keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water faucet replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woodwork painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mahogany door cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mahogany door varnishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warm air heater thermostat repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warm air heater thermostat replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warm water heater repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warm air heater replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee/manager Date

Co-Employee/Co-Manager Date

Reviewed: Date _____

Employee/manager _____ Co-Employee/Co-Manager _____ Owner of Agent/Employer _____

Remarks _____

Reviewed: Date _____

Employee/manager _____ Co-Employee/Co-Manager _____ Owner of Agent/Employer _____

Remarks _____

10. Renting Activities

	Co-Employee/Co-Manager Employee/Manager	Owner or Agent/Employer	Outside Contractor
Advertising preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inserting ads in newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign ordering and placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showing vacancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completing resident application, rental agreements, and accepting deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping vacant units cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone answering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Rent Collections

Distributing rental collection cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collecting rents when due	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Execution receipts for money collected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving late rent notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collecting late rents and late charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving 3-day notices to move or pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Swimming pools

Cleaning and sweeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing and logging pH readings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servicing filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water temperature regulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Other



Addendum B Report of Hours Worked
(Not required of exempt employees)

Name _____ Position _____

Your workweek for payroll purposes being at _____ on _____
and ends at _____ on _____

Days of Month		Worked Assigned Hours		Hours Worked (if other than assigned)		Reason for absence of failure to work assigned hours. if none worked due to illness or absence enter 0 in Total for Day colum. Were excess hours authorized? Result of emergency? Explain in detail.
Day	Date	Yes	No	Extra Hours (if any)	Total For Day	

Payroll period from _____ to _____

Signature of Employee/Manager

Approved