

**LEASING AGENT
SUPPLEMENTAL QUESTIONNAIRE**

PRINT or TYPE:

NAME: _____ **DATE:** _____

This information will be used to further evaluate your training and experience as it relates to the position for which you have applied. You may include paid employment, military, volunteer or educational training and experience. You may attach a resume, however a resume is not a substitute for completing the application questionnaire. You may attach separate sheets of paper if your response does not fit in the space provided. **Please type or print in dark ink.**

1. Do you have a valid driver's license? Yes ___ No ___
If yes, please be sure that your driver's license number is listed on the front of the employment application.

2. Do you have a reliable vehicle for use on the job? ___ Yes ___ No

3. Please indicate your level of skill in working with the following computer programs:

	Beginner	Intermediate	Advanced
Windows XP	_____	_____	_____
Word Perfect	_____	_____	_____
MS Word	_____	_____	_____
Excel	_____	_____	_____
Other	_____	_____	_____

4. Do you have experience in leasing rental units or other relevant sales experience? ___ Yes ___ No
If yes, please tell us where you obtained this experience and list your specific responsibilities/duties.

5. Please describe any experience you have in taking applications or conducting interviews with people for the purpose of obtaining specific information. Please indicate where or how you obtained this experience.

6. Describe your experience with promoting resident relations or other relevant customer service experience.

7. The Lincoln Housing Authority serves a variety of clients, including the elderly, persons with disabilities, low-income individuals and persons from a variety of ethnic/cultural backgrounds. Describe your experience working with persons of the abovementioned populations.

8. Describe any experience and/or training you have with HUD subsidized housing programs, the Low Income Housing Tax Credit program or other housing assistance programs.

9. Describe your training/knowledge in regard to tenant/landlord laws and lease enforcement. Please be specific.

10. Scenario: There is a complaint about housekeeping issues in John Doe's (a LHA tenant) apartment. A) Describe how you would handle this situation. B) Please write a sample letter to John Doe about this issue. Attach additional sheets of paper if necessary.

Applicant Statement:

I understand that any material omissions and/or false information that I record on the supplemental questionnaire will be sufficient reason for rejection of my application or termination of my employment. In addition, I authorize and request each and every former employer, school, individual, agency, organization or law enforcement agency to answer any and all questions that may be asked and here withhold such persons harmless for giving any information within their knowledge or record.

This form is for application purposes only and is not a contract for employment.

Signature: *This supplemental questionnaire must be signed and dated for consideration of employment.*

Applicant Signature: _____ Date: _____