



Property Manager Application – Hutchins Building / Marcellus Flats

Please complete this application and submit all requested materials by the deadline indicated in the position posting. A resume providing at least 5 years of work experience is required. Additional pages may be attached if necessary.

Applicant Information

Full Name: _____

Mailing Address: _____ Phone #: _____

City, State, ZIP: _____ Email: _____

Professional Experience

Describe your experience in property or facilities management, customer service, or related fields. Include the number of years of experience and types of properties or facilities managed, if applicable.

Relevant Skills & Qualifications

Please briefly describe your experience in the following areas (check all that apply):

Tenant relations and/or customer service:

Maintenance coordination and/or vendor oversight:

Leasing, showings, unit turnover coordination, and/or promotion/marketing:

Rent tracking and/or financial documentation:

Recordkeeping, reporting, and use of computer software:

Availability & Capacity

This position requires an estimated commitment of 25–40 hours per month, with occasional workload spikes during unit turnover or compliance periods. Please describe your availability and ability to meet these requirements and describe additional time commitments and obligations, for consideration. As this is a part-time flex position, applicants maintaining other employment is anticipated.

Independent Contractor Status

This position is a contracted service provider role with the City of Franklin.

Do you currently operate as an independent contractor or business entity? Yes No

If yes, please provide business name and Nebraska EIN (if applicable):

References

Please provide at least two professional references, unrelated people to you, familiar with your management and customer service experience.

Reference 1 Name: _____ Phone/Email: _____

Reference 2 Name: _____ Phone/Email: _____

Certification & Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false information may result in disqualification.

Applicant Signature: _____ Date: _____

DUE BY: JULY 8, 2026 by 12:00 PM