

*Proudly Serving the Multi-Family Housing Industry Since 1998*

## 3 ways to save you time and money!

### We have...

- ✓ Database of candidates ready to go temp/perm
- ✓ Pre-qualified the applicants based on your criteria
- ✓ Conducted background checks & verifications

- |                      |                       |                          |
|----------------------|-----------------------|--------------------------|
| ✓ Property Managers  | ✓ Leasing Consultants | ✓ Tax Credit Specialists |
| ✓ Assistant Managers | ✓ Admin. Assistants   | ✓ Occupancy Specialists  |

Temporary Help \$22.50 per hour

Direct Hire \$1350.00 to \$1550.00 flat fee

First Time Client's Only – Placement Fee \$995.00

All you have to do is call - saving you time and money!

**(847) 290-8390    [www.abtjobs.com](http://www.abtjobs.com)**

View resumes & interview qualified candidates without obligation! No fee's unless you hire one of our candidates or use our temporary services.

Call for more information - prices subject to change without notice



Apartment & Building Temporary Services, Inc.

Specializing in the Real Estate Industry

1600 Golf Rd. #1200 ♦ Rolling Meadows, IL 60008 ♦ Phone (847) 290-8390 ♦ www.abtjobs.com

**1) What type of employee's do you place for?**

We exclusively serve the multi-family housing industry and have for the last 10 years! That's what sets up apart from the rest! We actually have candidates available for temp, temp to hire and permanent placement that have experience in your industry! Our candidates have experience in market rate properties and we have candidates that have experience in the subsidized housing arena as well (section 8 and tax credit).

**2) Do you have resumes that you can send to me now?**

Yes, we pre-screen all of our candidates for you to ensure the right match for your company with the qualifications that you are looking for. In most cases we already have a database of pre-screened applicants and can provide resumes for you to review within a couple hours of your request. If we do not have candidates that have the experience you are looking for we would be happy to place an ad for you for free!

**3) Do we have to temp them for a certain length of time before we can hire them?**

No, you may hire them directly or if you would like to do a temp or temp to hire you can hire them on after one day if you wanted to. There is no waiting period!

**4) Do you charge 25% of the first year's salary as a fee like the other employment agencies?**

No, we charge a flat fee of \$1350.00 to \$1550.00 and for first time client's \$995.00. Remember we do not charge a fee unless you hire someone from us or use him or her on a temporary basis. You may review resumes and interview candidates over the phone or in person without obligation.

**5) Do you have a guarantee period?**

Yes, the guarantee period is 30-days. If within the guarantee period that employee does not work out, we will then give you a credit on your account equal to 40% of the placement fee. However, the fee for a direct placement with a guarantee is \$450.00 more than the direct placement as stated below.

**6) Do you conduct background checks on your candidates?**

Yes, we run a criminal background check and verify previous employment. Saving your company time and money!

**7) Do we have to sign a contract with you?**

No, however, we do have you sign a service agreement before we can begin sending you resumes. The service agreement merely states how our services work and reiterates the fees and what we do for you as part of those fees this way there is no questions and you know exactly what you can expect.

**8) What are all the fees and what other services do you offer?**

**Price List:**

<u>Position:</u>	<u>Per hour rates</u>	<u>Placement Fee</u>
Manager	\$24.50	\$1550.00
Asst. Mgr.	\$23.50	\$1350.00
Leasing Dir.	\$23.50	\$1350.00
Leasing/Admin.	\$22.50	\$1350.00
Re-cert. clerk	\$22.50	\$1350.00

**(First Time Client Placement Fee \$995.00)**

**Other Services Price List:**

Mystery Shops \$150.00 per evaluation