



Property Agreement / Job Order

Position Requested

Date Needed: _____

Manager	Assistant Manager	Leasing	
Assistant Maintenance	Porter	Make Ready	
Lead Maintenance	Housekeeper		

Property Name

Manager

Property Address

City

State

Zip Code

Phone

Fax

Management Company

Manager Email

I authorize MetroPlex Staffing to fill our properties staffing needs as requested above. I am aware all payments are due within 30 days of service to avoid any late fees. Any invoices left unpaid after 60 days will be subject to a lien and any other fees that may be applied. If any Metroplex Staffing employee accepts employment directly or indirectly at any location or property owned or managed by the customer within 90 days after the last day for which hours are reported on this form, the client will be responsible to pay the permanent placement fee to MetroPlex staffing.

Authorized Client Signature

Date

Authorized Client Printed Name

Date