

<b>Distribution</b>	<b>SUBJECT</b>	<b>Date</b>
SM,DM,HRA,DPM	HIRING AND PERSONNEL FORMS FORM TITLES	01/18/13

V-15b	3560 Manual Receipt
A-5	Cash Voucher
V-18	Classified Advertisement Request
P-7	Contact and Improvement
V-30	Drug Free Workplace Policy
V-31	Acknowledgement of Receipt and Understanding
V-32	Consent to Employee Drug Testing
V-33	Direct Deposit Agreement
P-10	Education Reimbursement Request
P-3A	Emergency Absence Information
V-12	Employee Addendum to Lease
V-16	Employee Handbook Receipt
L-9	Employee Lease Florida/Georgia
V-13	Employee Utility Addendum
P-8	Employee Warning Notice
V-22a	Employment Procedures and Forms Manual Receipt
V-4a	Employment Request
P-4	Expense Report
V-24	Final Paycheck Checklist
V-21a	Final Paycheck Letter
V-17	Final Request for Permission to Employ
V-21	First Paycheck Letter
V-1	FMC Background Questionnaire
V-27	Internet and E-Mail Use Policy
V-2	Interview Evaluation
S-22	Leasing Report
V-7a	Maintenance Person Agreement
V-5a	Maintenance Person Offer Letter
V-15	Master Forms Manual Receipt
P-2	Monthly Lease Commission Worksheet

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L-11	Move-In Inspection
V-35	Non-Use of Tobacco Products Agreement
V-17a	Paycheck Checklist
P-3	Personnel Action Notice
A-6	Petty Cash Custodian Agreement
A-6a	Petty Cash Transfer Agreement
V-4	Preliminary Request for Permission to Employ
V-1d	Release to Obtain Pre-Employment Information
P-6	Request for Outside Employment
V-3	Request for Previous Employment Information
V-26a	Request to Terminate Employment
P-2a	Resident File Review Verification Form
L-10	Security Deposit Agreement Florida/Georgia
V-34	Self-Nomination Form
V-6	Site Manager Agreement
V5	Site Manager Offer Letter
V-14a	Standard Operating Procedures Manual-Book 1
V-14b	Standard Operating Procedures Manua-Book 2
C-1	Tenant Certification FmHA 1944-8
P-9	Time Away From Property
P-11	Worker's Compensation Reporting Form
V-19	Verification of Commencement of Employment
V-26	Verification of Termination of Employment