

Frequently Asked Questions

How much is the application fee? The application fee is \$45 per adult. Some properties with Section 42 requirements are \$40 per adult.

Who is above my property manager? There is a Regional Portfolio Manager that oversees the property.

Who may I speak to for corrections and/or a replacement of my CRP? The office for the community where you reside can assist you.

When will the Maintenance Technician be coming into my home? We do our best to respond to a maintenance request within 48 hours. We respond to requests on a first come first served basis unless there is an emergency (i.e. – a flood and in that case that service request would be taken care of first).

Who should I call for a maintenance request? You should contact the community office which you reside by calling them or logging into the property website. If you call and reach the voicemail, follow the instructions on the voicemail to leave a message. If you are submitting the request through the on-line resident portal this system automatically contacts the on-site team with your request and is accessible 24/7.

Who has to be on the lease? We require all residents 18 and older that will be living in the apartment/townhome to be listed on the lease.

Who may I speak to in HR? You can call 952-540-8623 to speak to someone in our Human Resource Department.

When will I get a call back? We do our best to return phone calls by the end of the following business day.

Who should I speak to about becoming a preferred vendor? You should contact us at 952-540-8600 and be directed to the person that handles our vendor relationships.

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Who do I speak to if I have a question regarding vendor insurance?

You will contact the property office that would like to hire you as a vendor.

Who do I speak to regarding a past due invoice? You should contact the person that placed the order.

Do you have any job openings? You can view a complete listing of our open job postings at www.steven-scott.com under the “career” section.

I applied for a job with Steven Scott Management. When will I hear back? Once you have applied on-line for an open position a member of the Human Resources Department will contact you if they feel you are a fit for the open position.

Thank you for your interest in Steven Scott Management. If you have further questions which are not answered here, please call us at 952-540-8600.