

JOB DESCRIPTION
(Date)

POSITION TITLE: LEASING AGENT

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

The Leasing Agent is primarily responsible for leasing the apartments and for renewing residential leases. The Leasing Agent's goal is to lease to qualified residents who will enhance the property.

II. ESSENTIAL FUNCTIONS:

Types all leases for the Manager's review, approval, and signature.

Prepares all move-in packets and coordinates the move-in with the new resident.

Facilitates and monitors the use of the clubroom, as approved by the Manager.

Ensures that all models and "market ready" vacants are in perfect condition and smell fresh.

Walks the property once a day to ensure the property's "curb appeal."

Adheres to the policies and procedures manual.

The Manager has the primary authority to determine the exact day-to-day duties of the Leasing Agent. This determination will take into consideration the Leasing Agent's skills, experience, and career goals, and how they best fit into the operational needs of the property.

Maintains a professional, yet friendly atmosphere in the leasing office.

Assists the Manager with application verifications.

Assists the Manager in determining creative and efficient ways to market the property.

Assists in coordinating resident activities to facilitate better resident retention.

Assists with all property bookkeeping and paperwork requirements.

Performs other tasks and duties as assigned by the Assistant Manager, Manager, Property Manager, and Vice President.

III. JOB QUALIFICATIONS:

Successful completion of Real Estate Sales license.

Willingness to work evenings and weekends.