

## JOB DESCRIPTION

Position Title	Department	Reports to
Leasing Consultant	Property Management	Property Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	7/1/2015

### POSITION SUMMARY

Show and lease apartments to prospective residents and support property's marketing plan. Present new and creative leasing and marketing ideas.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Answer phones, greet prospects, show apartments and maintain current traffic and telephone logs.
- Prepare lease packets.
- Accurately record marketing source from prospective tenants.
- Follow up with leasing prospects via call backs and thank you notes.
- Responsible for insuring the path to the model is presentable and that model apartments and turned units are ready for showing.
- Process applications including credit checks, employment and landlord verifications and review with Property Manager.
- Notify prospective tenants of approval or denial of application.
- Conduct outreach marketing as directed.
- Must be knowledgeable of current market conditions.
- Responsible for "shopping" other competitive properties.
- Maintain tenant files.
- Maintain the current apartment availability sheet.
- Complete the move in process for all new tenants.
- Maintain list of current unit availability.
- Complete market survey each month.
- Courteous and efficient handling of resident requests and complaints.
- Create work order and complete process in MRI. Complete random call backs on work orders.
- Complete and comply all federal and state fair housing training.

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Must have a high school diploma. Need to be able to multitask daily activities. Individual must have a pleasant, outgoing personality and enjoy working with people. Prior sales experience preferred.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Must be able to remain at a desk for a period of up to 8 hours. Must be able to walk properly for a period of up to 8 hours in various weather conditions. Must have the ability to climb stairs.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.