

POSITION TITLE: Assistant Leasing Agent

REPORTS TO: Property Manager

EDUCATION REQUIREMENTS AND SPECIAL SKILLS NECESSARY:

High School Diploma or GED
Computer literate, with knowledge of Office 365
Good communication skills (oral & written)
Detail oriented with good organizational skills
Ability to relate to and be sensitive to the needs of the older adult population

POSITION SUMMARY:

Function as assistant to the Occupancy Specialist
Assistant to the Property Administrator

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

General office environment; occasional trips to the bank or store. There is a high level of fast-paced activity involved in working on several projects simultaneously and working with older adults that can result in unusual stress levels, at times.

PRINCIPAL DUTIES:

1. ASSISTANT TO THE OCCUPANCY SPECIALIST

- a. Schedule visits and interview prospective residents.
- b. Answer applicant questions regarding qualifications and waiting list position.
- c. Collect and verify information needed for the initial application certification.
- d. Set up and maintain resident file folders in accordance with HUD/IRS guidelines.
- e. Maintain waitlists and update monthly as directed.
- f. Provide information to callers on available rentals and wait list.
- g. Mail applications as needed.
- h. Participate in community outreach events and open houses.
- i. Schedule leasing appt at the Office from 8:00 AM to Noon and 1:00 P.M. to 4:00 P.M. Monday - Friday.
- j. Help to maintain HUD Enterprise Income Verification (EIV), Process HUD/IRS reports monthly
- k. Remain current in knowledge of HUD/IRS rules and regulations pertaining to Affordable Housing.
- l. Coordinate with management and maintenance to maintain a make ready schedule and help to coordinate move in procedures with residents.

2. MANAGEMENT/LEASING OFFICE

- a. Help to maintain a current resident roster, with emergency contact information, car registration, etc.
- b. Help to compile move-in packets

- c. Back-up receptionist as needed
- d. Help to process move in and move outs in Yardi
- e. Assist with annual recertification interviews as directed.
- f. Secure current information on income and expenses, verify information with original sources.
- g. Insure that verified information is entered into the resident's file in accordance with deadlines set by HUD/IRS regulations.
- h. Assist in entering data into Yardi software program.

4. OTHER

- a. Other duties may be assigned from time to time by the Property Manager.