



**Job Title:** Leasing Agent  
**Reports To:** Property Manager  
**Revised:** 06/10/2009

### *Job Description*

#### **Summary**

Shows and leases apartments to prospective tenants by performing the following duties

**Essential Duties and Responsibilities** include, but are not necessarily limited to, the following:

Lease apartments to prospective customers.

Renew leases to existing residents.

Perform promotional tasks and follow up to maximize conversion and closing ratios.

Interview prospective tenants, by phone/in person, and records information to ascertain needs and qualifications.

Build rapport with prospective customers.

Accompanies prospects to model apartments and discusses the features, benefits, size and layout of rooms, available facilities, such as swimming pool and saunas, location of shopping centers, services available, and terms of lease.

Completes lease application form and/or agreement and collect rent, deposits and fees under the direction of the Property Manager.

Inspects condition of vacant models regularly and arranges for necessary maintenance, cleaning etc..

Compiles listings of available rental units within the property under direction of the Property Manager.

Composes newspaper advertisements under the direction of the Property Manager.

Distribute letters or flyers under the direction of the Property Manager.

Ensure friendly, prompt and professional service to all visitors, customers and vendors of the property.

Communicate with contractors, suppliers and vendors as assigned.

Perform or ensure performance of all leasing, renewal and promotional activities.

Perform any other duties as assigned by supervisor.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have superior verbal communication skills, high enthusiasm and sales techniques.

Must be familiar with a computer keyboard.

Must be available to work some evening hours per week and weekends.

## **Education and/or Experience**

High school diploma or G.E.D.; 6 months related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **Certificates, Licenses and Registrations**

Current driver's license.

## **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, bend, stoop, kneel, crouch, or crawl. The use of hands to finger, handle or feel; reaching with hands and arms; and taste or smell; are routine task. The employee must occasionally lift and or move up to 20 pounds from floor to waist, from floor to chest and from waist overhead. Since our properties have multiple stories, being able to climb 3 flights of stairs consecutively is also an essential job function. Specific vision abilities required by this job include the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical objects, and fumes or airborne particles. The noise level in the work environment is usually quiet.