Job Title: Leasing Consultant

FSLA Status: Hourly/ Non-Exempt

Reports to: Business Manager

Supervises: No Direct Reports

Job Summary:
Performs a variety of duties associated with leasing and marketing of the community. Interacts with prospective resident and current residents to achieve maximum occupancy. Acts as company’s representative by conveying benefits of the community. Responsible for leasing process from prospect introduction to occupancy of the resident.

Job Qualifications:
Minimum education: High School
Minimum Field of Expertise: Sales

Job Accountabilities:
- **Administrative** - Maintains traffic and leasing data. Enters leasing related data into computer system on a daily basis. Collects deposits and other funds associated with an applicant and resident move-in. Accurately and efficiently prepares leasing paperwork. Performs a variety of functions to ensure accurate and organized lease/resident file administration. Ensures completion of various daily, weekly and monthly reports in a timely and accurate manner.
- **Training** – Completes all training courses assigned within the time frame requested.
- **Leasing** – Understands and complies with state landlord-tenant law and Fair Housing laws and standards. Respond to telephone inquiries, perform site tours, follow up and effectively lease apartments. Completes follow-up activity with prospects after initial community visit. Lease apartments at an acceptable closing ratio. Follow established policies in the screening and approval of applicants. Analyzes concerns with slow to lease apartments and offers recommendations. Maintains accurate, in-depth knowledge of all aspects or rent and pricing information, vacancies, apartment availability, lease expirations, square footage, etc. Monitors all vacancies and future vacancies in order to react proactively to future occupancy needs.
- **Marketing** – Maintains up-to-date knowledge of market and competitive properties. Supports overall marketing efforts and recommends changes in promotions, advertisements, rent and pricing strategies. Gathers information about markets, competition, etc. and prepares market surveys to analyze market trends and conditions. Monitors advertisements and effectiveness. Assists in the preparation of marketing plans.
- **Maintenance** – Inspects common areas, models and vacant units on a daily basis for acceptable curb appeal. Ensures at least 50% of vacant units are ready at all times. Completes resident service request and communicates with the maintenance team.

Competencies:
- **Problem Solving** – Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason.
• **Mathematical** – Understands basic arithmetic; Ability to calculate figures and amounts such as discounts, interest, proportions and percentages; Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

• **Communication** – Speaks and writes clearly and concisely; Presents data effectively; Gets clarification when necessary; Able to read and interpret written information.

• **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

**Work Environment:**

- Required to sit, walk property, reach with hands/arms, bend, lift, and climb. Required to lift light to heavy weights (5-50 pounds).
- Exposure to adverse conditions such as: extreme heat, extreme cold, wet/humid, outside weather conditions. Additional exposure to: moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and electrical shock.

**Other:**

- Must furnish your own vehicle and have the ability to drive safely.
- Valid driver’s license and good driving record.
- Proof of automobile insurance
- **Performs other related duties as assigned or requested.**

---

**I am applying for the position of Leasing Consultant. I have read to have had read to me the job description for this position. Based on my ability and understanding of the job description for this position, I will:**

___ Be able to perform the functions of this job without any reasonable accommodations.

___ Be able to perform the functions of this job with the following reasonable accommodations:

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________

___ Not be able to perform the functions of this job.

________________________________________________________________________

Signature

________________________________________________________________________

Printed Name

________________________________________________________________________

Date