



# Leasing Consultant

**Reports To:** Property Manager

**FLSA Status:** Non-Exempt

**Summary:** Processes rental applications, shows apartments to prospective residents and performs various marketing and clerical duties by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Escorts prospective residents through apartment community and designated apartment and explains all facets of the apartment community and provides general demographic information.
2. Processes rental applications by verifying relevant tenant data such as employment, income, prior residences and rent payment history and documents the results.
3. Submits rental applications to management for determination.
4. Contacts applicants to inform them of application status and schedules move-ins according to established schedule.
5. Inspects rented apartment prior to resident moving in to ensure apartment is clean. Schedules maintenance or housekeeping to do any work needed.
6. Answers multi-line telephone and responds to all inquiries or escalates issue to management.
7. Performs various clerical duties such as figuring rent percentages, typing, entering data into computer, ordering office supplies, filing and retrieving files in an efficient manner.
8. Translates tenant information accurately to prepare leases.
9. Maintains and submits a weekly traffic report regarding all inquiries and responses concerning rental information.
10. Generates leads through marketing efforts, such as daily follow up with prospective residents, weekly outreach to local businesses.
11. Reports any property damage, lease violations, and any items that may need to be fixed to management.
12. Performs other related duties as assigned.

**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.

**Education/Experience:**

High School Diploma or G.E.D.  
Customer Service and Sales Experience  
1-2 Years in industry preferred

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to effectively use marketing and sales techniques to attract and retain residents.

**Math Ability:**

Ability to calculate basic math functions.

**Reasoning Ability:**

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

**Computer Skills:**

Basic computer and Microsoft Office skills. Knowledge of or ability to learn Property Management software.

**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.

The noise level in the work environment is usually moderate. This position requires the individual to work inside and go outside in all types of weather.

**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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

A valid Driver's License is required for this position (unless otherwise specified in offer letter).

I, \_\_\_\_\_, have read and understand all job duties listed above. By signing below I am stating I understand the job duties expected of the position I hold, and I believe I possess the skills necessary to perform the

responsibilities. I also understand that if I purposely do not complete the tasks listed above, that it could lead to disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name