

Leasing Agent

Summary

The Leasing Agent will be the onsite employee for the Villas of Hope apartments to ensure we establish and maintain a culture of safety, trust, and community.

Specific Requirements

- Must live full time in a Villas of Hope apartment unit
 - Is responsible for communicating to all residents available hours and responding to residents in an appropriate time
- Will be available to residents of all of Villas of Hope properties to handle leasing issues, direct/advice residents, and enforce leasing terms
- Reports to Grove Park Renewal's Property Manager
 - Mandatory monthly meetings

Property Management Responsibilities

- Daily walking of each of the apartments
- Daily monitors apartment building grounds to assure it is clean, trash is being thrown away in trash receptacles, and personal property is being picked up and stored appropriately.
- Report any building/property damage immediately to the Property Manager.
- Assure trash and or recycling is taken out to the curbs each week for trash pick-up.
- Enforces parking policies on site: ensures that parked vehicles have permits and that no vehicle is parked in prohibited spaces.
- Assure all tenants are following state and local laws and ordinances and all lease agreement terms. If non-compliance is observed, report directly to the Leasing Agent.
- Follow up with maintenance requests after completion to ensure the job was done to a satisfactory level
- Confirm rental application data and personal references for new applicants
- Ensure proper maintenance and inspect properties periodically
- Generate and collect leads via marketing materials
- Manage the program's waitlist
- Ensure all income verification is completed and accurate
- Ensure program recertification for each household is completed and accurate

Leasing Responsibilities

- Show perspective new residents the space and be available to answer questions
- Welcome new residents with basket, contact information needed, information and tutorials of appfolio system, and any other information needed for them to feel welcomed

- Ensure all residents contact information is up to date and that they are informed about community engagement opportunities
- Mandatory attendance of two annual town hall meetings/events
- Ensure that events and opportunities have been communicated to residents through their preferred method of communication
 - Phone calls
 - Text
 - Email
 - Fliers
 - Other

Time Commitment/Compensation

- Estimated to be \$15 per hour for approximately 10-15 hours a week

By signing below, we agree to the terms of this agreement.

Application

Please apply to John Sydney if you are interested at sydney@grovesparkrenewal.org.