

*Property Manager*

# Position Summary

The Property Manager is responsible for the overall leasing management of MHAGH properties, including planning, marketing, lease-ups, and fiscal management. May fulfill some job responsibilities through subordinates.

Duties

* Ensures that tenants meet all applicable tenant eligibility requirements and maintains files to sufficiently document eligibility requirements of various funding sources (ex. CHFA, HUD, IRS, and other applicable agencies).
* Processes applications for apartments, including pre-qualifications and selection.
* Collects rents and all moneys on site with strict adherence to due dates.
* Makes deposits daily as received.
* Ensures record keeping is maintained and up-to-date daily.
* Aggressively markets the sites.
* Ensures that there is a waiting list at all times and that households on the waiting list are ready to move in as soon as units are available.
* Conducts market surveys, shops competition, and maintains constant awareness of neighborhood market conditions.
* Shows apartments to prospective residents.
* Inspects apartments for move-in readiness and move-out conditions so that proper charges may be assessed.
* Inspects the property on a weekly basis; prepares summary of findings for Director of Property Management.
* Monitors the site’s operating budget, including control of monthly expenses.
* Ensures that leases are renewed on a timely basis and rent increases are implemented.
* Ensures leases are adhered to; follows up on all nuisance and illegal/improper behavior complaints. Documents any issues in resident files.
* Processes noncompliance paperwork and follows rent collection policy as written, communicating closely with the Director of Property Management.
* Ensures that all financial reporting, records, and paperwork are performed correctly and in a timely manner.
* Identifies training needs for self and staff, as applicable, and recommends to Director of Property Management.
* Collaborates with the Resident Initiatives Coordinator to develop a positive resident relations program.
* Knows and adheres to all applicable local, state and federal regulations as well as all company policies and procedures.
* Assists with special projects and performs additional duties as assigned.

# Required Education and Experience:

* Bachelor’s degree in Business Administration, Public Administration, Real Estate, or Property Management, or equivalent additional experience.
* Minimum three years’ experience in property management or related field.