

Trinity Management is seeking an experienced Rental Agent in Boston. Applicant must have 2-3 years of experience in the property management field preferably with Section 8 and LIHTC experience

## **Rental Agent**

### **Major duties**

#### **1- Applications:**

- Manage all Preliminary Rental Applications by entering application data onto computerized waiting list system. Determine eligibility of applicants by verifying priorities, income level, full time student status, and elderly status and unit sizes vs. number of household members.
- Send Application Receipt letter to applicants upon entering the application on the waiting list.
- File applications organized and secure in the file cabinets.
- Respond to written correspondence/verbal inquiries received from applicants.
- Process change of address and/or status changes received from applicants.

#### **2- Interview Process:**

- Conduct interview process of all applicants including transfers. Send verifications, perform CORI Report, Sex Offender Report and Credit reports. Prepare completed files for Tenant Selection Committee and Compliance Manager's review and approval.

#### **3- Pool:**

- Prepare and maintain a pool of pre-approved applicant files ready for move in: Review the files periodically and update the information as needed.

#### **4- DMR/DMH Units:**

- Track the occupancy of the set aside in accordance with MHFA Contract.

#### **5- Move ins/ Move outs:**

- Coordinate all move-ins, move-outs and in-house transfers for all residents and new residents.
- Update the Intercom System Board listing.
- Maintain the Language Preference list in the computer system.
- Schedule the elevator for all move-ins, move-outs and transfers

#### **6- Income targeting:**

- Track the income level of all move-ins to keep the property in compliance with the 40% Targeting Rule.

#### **7- Inspections:**

- Conduct pre-move-in inspections and move outs.
- Perform a 6 weeks follow-up unit inspection for all new move-ins. Report to the Maintenance Department any necessary repairs and report to the PM any housekeeping issues (if applicable).

## **8- Annual Waitlist Update:**

- Send out annual update application to all active applicants on the waiting list. This includes purging applicants that do not respond after 30 days, change applicant information (if applicable), change applicant status (if applicable), send the decision letters to all applicants that remain on the waiting list, send removal letters to all applicants that have been removed due to no response, send Certified Rejection letters, file all the copies of the letters sent. All Update Letters, Removal Letters and the purging thereof must be performed within the timeline specified in Mission Park's Tenant Selection Plan and HUD Regulations.
- Print and maintain a copy of the Waiting List Report on a monthly basis (the 1<sup>st</sup> of the month).

## **9- Reports:**

- Maintain and update the Special Claim/ Vacancy Report on the "S" drive.
- Produce and send a weekly Pilot Vacancy Report to the Central Office (due every Wednesday) and an internal Vacancy Report (due every Friday).
- Send a monthly Statistical Report to the PM (due by the 12<sup>th</sup> of the month).

## **10- Front Desk Covering:**

- Cover the front desk during the receptionist's lunch time on a rotating schedule basis.

## **11- Recertification week:**

- Conduct annual recertification interviews during the monthly recertification week. Mail out all third-party verifications generated as a result of the annual interview.

Qualified applicants are encouraged to submit resumes and salary requirements to Gerard Jean-Leger at [gjean-leger@trinitymanagementcompany.com](mailto:gjean-leger@trinitymanagementcompany.com)

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