

# BECOME AN LEASING CONSULTANT

Lease and market the apartment community



## QUALIFICATIONS

- Minimum two years in property management industry
- Strong Customer Service Skills
- Working knowledge of HUD policies and procedures

## WHAT DO YOU DO?

Perform all activities related to apartment rentals, move-ins, and lease renewals. Interact directly with prospective and current residents to achieve maximum occupancy.

Responsible for generating and handling traffic, leasing apartments, qualifying prospects, preparing lease documentation and completing move-in paperwork and procedures.

## WORK ENVIRONMENT

Team environment. Flexible hours and days. Full or part-time position.