



Fortis Property Management Job Description

Job Title: Leasing Consultant	Weekly Hours: 40
Department: Operations	Prepared by: Human Resources
Reports to: Leasing Manager	Date:3/1/2021

Position Overview:

The main focus of the Leasing Consultant is to lease apartments while achieving the highest effective rent levels possible and maintaining a strong customer service/satisfaction philosophy.

Principal Duties and Responsibilities (Essential Functions):**

The Leasing Consultant will assist in the achievement of the community’s goals and objectives in the most efficient and profitable manner. Under the direction of the Community Manager/Leasing Manager they are responsible for:

Marketing

- ☞ Show apartments
- ☞ Provide information to prospects via telephone and personal visits
- ☞ Accurately quote prices
- ☞ Follow up on all prospects
- ☞ Thorough knowledge of the immediate market and all comparables
- ☞ Thorough knowledge of the surrounding community
- ☞ Ensure all necessary application paperwork is obtained from prospects

Tenant Relations

- ☞ Provide superior customer service
- ☞ Collect money (deposits, rents, etc.)
- ☞ Prepare and review leases for accuracy
- ☞ Maintain effective and aggressive lease renewal program

Staff Relations and Administration

- ☞ Inspect apartments for readiness
- ☞ Adherence to and proper implementation of all Fortis Properties Management policies and procedures
- ☞ Distribute move-in packages
- ☞ Knowledge of and adherence to the following:
 - Fair Housing policies and procedures
 - ADA policies and procedures

☞ Other duties as needed or required

Supervision Received:

The Leasing Consultant will report to the Leasing Manager and/or Community Manager.

Supervision Exercised:

None

Qualifications & Skills:

☞ Education

- High School graduate or equivalent
- Some college preferred

☞ Experience

- Prior leasing/sales experience is preferred

☞ Special Skills

- Ability to successfully interact with people
- Organizational skills
- Computer literate
- Strong communication skills both orally and written
- Good decision making ability
- Proficient sales skill
- Professional image