



Job Details – Leasing Agent (Full-Time)

Responsibilities:

- Create advertising material for vacant units when they become ready to advertise, including photos, videos, 3d tours, virtual staging, as applicable.
- Determine monthly rent amount in collaboration with the Leasing Team for applicable units based on knowledge of the rental market and nearby comparables.
- Post, update, maintain, and renew all advertisements for vacant units.
- Organize keys, lockboxes, and entry information for all applicable properties
- Keep vacancy board, unit vacancy detail report, and all other records up to date.
- Print copies of unit vacancy detail for weekly meeting, lead meeting when needed.
- Process applications, approving, denying, refunding, or collecting application fees as is appropriate according to company policy.
- Maintain strict adherence to all local, state, and federal fair housing and real estate laws.
- Communicate effectively, respectfully, and promptly with all prospects, applicants, tenants, owners, and teammates as needed.
- Manage schedule such that all appointments are attended promptly, and all follow up details are handled properly.
- Create leases, addenda, and other documents such that all responsibilities and details are outlined correctly.
- Conduct showings for all applicable units and applicants.
- Complete move-ins with all applicable tenants, ensuring responsibilities, and unit information is communicated.
- Collect all applicable funds due at lease signing, move-in, and throughout the leasing process.
- Conduct walkthroughs to get all relevant details for the leasing process, ensure unit readiness, gather property information, etc.



North Pointe Property Management

P.O. Box 5186, Lancaster, PA 17606-5186



717-286-9773

www.northpointepropertymanagement.com



Hours, Compensation, and Benefits

Hourly Wage - \$19-22 per hour, 40 hours per week, Monday through Friday – working 8 hours per day from 8:30am to 5pm with a 30 minute unpaid lunch each day.

Fill Bonus - \$24 per tenant moved in by the Leasing Team.

Reimbursements

- Phone reimbursement of \$50 per month paid out biweekly.
- Driven Mileage reimbursement at IRS mileage rate

Additional Benefits

- After completion of 90 day probationary period, eligible for 80 hours of PTO
- After completion of 90 day probationary period, eligible for paid holidays listed below.

Paid Holidays:

Jan1 for New Years Day

Labor Day

Good Friday, 1/2 day, close at noon

Thanksgiving Day

Memorial Day


Christmas Eve, ½ day, close at noon

July 4

Christmas Day

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