

---

## Leasing Agent

### Job Description

#### Job Summary

American Apartment Management Company Inc. was chartered in 1972. Our sole purpose is the management of multifamily housing with an emphasis on operation of low and moderate income developments. Since its humble beginnings in 1972, American Apartment Management has successfully grown to manage over 8500 units of multifamily housing. These properties are located in 17 states and comprise over 100 separate developments.

#### Leasing Agent

##### Responsibilities:

- Marketing/outreach and processing tenant files
- Maintaining waiting list of applicants and scheduling leasing dates
- Assisting with initial Certifications. Assisting with interim and annual Re-certifications
- Preparing Delinquent account reports on weekly basis
- Answering phones
- Communicating with Residents and representatives of other companies
- Assisting in resident relations regarding provision of services and resolution of complaints
- Collecting rent and issuing receipts
- Taking (when applicable) and screening applications for housing
- Maintaining records for maintenance work order system
- Organizing resident file folders, resident card files and re-certification files
- Performing related duties as assigned by Site Manager.

##### Requirements:

**Must have one year property manager experience.** We would like for the person to have a strong background in marketing and HUD/ Section 8 for apartments.