



## **PROPERTY MANAGER JOB DESCRIPTION**

### Scope and Purpose

To be responsible for maintaining the owner's investment in the property and operating at the maximum efficiency and economy. The principal functions of the Property Manager include:

#### A. Marketing of Space

- Establish Rental Schedule based on comparison market analysis.
- Advertise effectively.
- Approve/Reject rental applications on questionable residents.
- Develop resident goodwill.
- Supervise lease renewals.

#### B. Collection of Rents

- Enforce Company collection policy.
- Follow up with Resident Manager on delinquencies throughout month.
- Attorney and Court representation, if necessary.

#### C. Physical Care of the Property

- Inspection of halls, laundry, storage areas, grounds, and building exterior for cleanliness or maintenance problems.
- Inspection of vacant units for needed repair or reasons for non-rental.
- Inspection of occupied units for preventative maintenance.

#### D. Resident's Complaints

- Maintaining resident's goodwill and operating property economically.
- Allowing residents their peaceful enjoyment of premises.

#### E. Purchasing of equipment, supplies, and services.

- Supervising the prudent expenditure of money essential to the operation and
- Obtaining best bid and supervising quality control on contract work.

#### F. Hiring of Employees

- Selection and training
- Follow up to see that Company procedures and sales techniques are followed.
- Inspection of office files or maintenance shop to see that it is well organized.
- Instill pride in his or her work, as well as to acquire a feeling of belonging to an organization that "cares".
- Review of time cards and maintenance work orders for time efficiency.
- Salary review.

#### G. Keep the property adequately insured.

#### H. Maintain goodwill with employees, residents and owners with adequate communication and record keeping.