



Residential Property Manager

The Property Manager is responsible for excellent customer service in the daily management and coordination of all aspects of apartment community operations; maximization of cash flow while preserving assets; providing a quality living environment for resident; establishing a positive working environment for team members; and leading by example. We offer a competitive compensation package includes, health insurance, 401k with matching contributions, Vacation and PTO.

All candidates must be able to pass a background check and drug screen.

Salary will be commensurate with experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Present a professional and positive image at all times.
- Maintain on-going, in-depth knowledge of market comps, market rents and demographics to give a competitive edge. Evaluate and make recommendations for rental pricing.
- Maximizing rents and property cash flow along with timely rent collection and overall financial performance of the property.
- Minimizing delinquencies, preparation of late notices, contacting residents to collect overdue rent, preparation of court documents and make court appearances when necessary.
- Daily review of collections and delinquencies.
- Serve as property representative in court proceedings, understanding all property legal issues affecting residency, storage, abandonment, bankruptcy, fair housing and evictions.
- Prepare renewal reports monthly.
- Maintain petty cash, receipts and reconciliation monthly.
- Accurate and timely preparation of charges for the Final Account Statement of Security Deposit.
- Accurate and timely preparation of payroll documents.
- Analyze reports for traffic, lease expirations, market rents and delinquency and make recommendations as needed.
- Accurate and timely updating of the Make Ready Board in Facilities (OneSite).
- Assist Leasing Consultant(s) in showing apartments, answering phones, and any other areas as needed.
- Follow up on all notices to vacate to determine reason for moving and the possibility of renewing.
- Monitor follow up on prospect status.
- Understand, interpret, and apply applicable Fair Housing regulations, Delaware Landlord/Tenant Code, Federal, State and local laws as they relate to property specific guidelines.
- Daily inspection of property and market ready apartments for curb appeal and overall condition.
- Provide excellent customer service with same day or maximum 24 hour follow up including entering information into OneSite.
- Be available on-call 24 hours a day for emergencies, resident functions and weekends as needed.

We are an equal opportunity employer with preference given to Veterans.



- Ensure team members receive the necessary training to adhere to company policies and procedures.
- Evaluate team members through scheduled formal written performance reviews with the Director of Residential and informal reviews on a consistent basis.
- Accept responsibility for all actions on the property and hold direct reports accountable.
- Maintain a professional dress code and conduct at all times. Keep files, desk and office area organized and clean.
- Perform additional tasks as assigned by management.

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