

Leasing Agent Cover Letter

95255 Eusebio CanyonNorth Imogene, WV 88313

Dear Rowan Deckow,

I submit this application to express my sincere interest in the leasing agent position.

In my previous role, I was responsible for advanced knowledge of real property laws and regulations, knowledge of land use laws, commercial property development, real estate finance, and property lease negotiating; or.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Prepares lease agreement documents and submits them to the Law Department and the tenant for approval
- Prepares summary reports on the status of lease agreements
- Inspects terminal space to ensure tenants' compliance with terms of lease agreement
- Responds to inquiries from airport tenants regarding lease agreement issues
- Previous work experience involving reviewing Commercial Business contracts
- Experience using Microsoft suites
- Input all tractor profile information into Infotrak
- Settlement documentation

I really appreciate you taking the time to review my application for the position of leasing agent.

Sincerely,

Rory McCullough