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# Example of Leasing Manager Job Description

Our company is growing rapidly and is looking for a leasing manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for leasing manager

* Lease agreements ongoing lease files
* Performs all necessary file audits, including but not limited to audits of new Job Description Leasing Manager Revised 6/2014 Page 2 of 3 lease agreements ongoing lease files
* Greeting prospective residents
* Answering incoming calls in a cheerful and professional manner
* Demonstrate thorough knowledge and use of lead tracking system
* Review all daily guest card entries to make sure fully completed
* Review all credit applications and get approvals for new leases
* Assist in monitoring renewals in a timely manner
* Shadow tour team members periodically to ensure proficiency and knowledge
* Verify availability report, create target unit list

## Qualifications for leasing manager

* Must have at least two years as a leasing agent in residential leasing
* Must have good knowledge of commercial real estate including a broad understanding of finance, leasing, legal, marketing, construction, and the tenant relations requirements of managing a retail property
* Office skills, such as typing, accounting and letter correspondence
* Tertiary property qualifications with 3-5 years leasing experience, including commercial & retail property
* Strong knowledge of legal processes around preparation and execution of documents
* Experience with different property agreements