



# Example of Leasing Agent Job Description

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Our company is searching for experienced candidates for the position of leasing agent. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for leasing agent

- Maintain traffic and phone logs
- Maintain waiting lists for applicants
- Conduct Market Survey and Outreach Programs
- Verify lease applications and prepare lease packages
- Verify employment and rental references
- Run criminal and credit reports
- Post daily ads
- Handling working
- Perform all leasing duties for assigned properties, place marketing signage, and advertise in internet listing services
- Engage existing landlords in discussions and negotiations of lease renewals on leases prior to one year of expiration for assigned properties

## Qualifications for leasing agent

- Impeccable verbal and written communication skills including active listening
- Outstanding professional judgment and executive decision making ability
- Excellent mediation and negotiating skills
- Obtain a 75% leased to listed property ratio
- Obtain a minimum of 75% lease renewals
- Maintain an absence of complaints