



Example of Leasing Agent Job Description

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Our company is searching for experienced candidates for the position of leasing agent. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for leasing agent

- Inspect units and communicate related service needs to maintenance supervisor
- Follow-up on prospects that did not close and attempt to close sale again
- Secure new resident signature(s) on appropriate paperwork prior to move-in
- Distribute and follow-up on renewal notices
- Type lease and complete appropriate paperwork and input information
- Assist management team with other various tasks as required
- Consistently implement policies of the community
- Supervise renewal pricing and negotiation
- Respond to media related reviews, Yelp, Apartments.com
- Manage leasing process from start to finish

Qualifications for leasing agent

- Demonstrated skills in negotiating and deal-making
- Proven track record of results/deal sheet
- Broker's license preferred, but not required
- NY Real Estate Broker or Salesperson License a MUST
- Smartphone" Cell Phone with Unlimited Calling, SMS and 4G Data
- Professional Experience in Sales