



Example of Leasing Agent Job Description

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Our company is growing rapidly and is looking for a 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

- Work closely with property managers
- Generate leads via online postings
- Have the appropriate knowledge and passion for Detroit to assist in selling our thriving urban environment to potential tenants
- Meet with prospective tenants and provide information for pre-leasing buildings (when physical asset is not yet available) and lease-up of completed residential buildings
- Tour prospective tenants and community members through residential projects/buildings while communicating all the features and benefits of the building or community and surrounding neighborhood
- Respond with a sense of urgency to all incoming inquiries and follow ups
- Create thorough guest cards that identify the preferences, needs, and qualification status of all prospects
- Create and maintain a welcoming office environment for potential residents by providing refreshments and cleaning and opening the model apartment for tours where applicable
- Maintain a professional demeanor while communicating with prospective tenants and internal team members
- Keep in close communication with property management, marketing, finance, asset management, and construction teams as applicable

Qualifications for leasing agent

- Ability to overcome all objections and concerns by giving knowledgeable and accurate answers and feedback to all parties involved
- Create a strong emphasis on customer service while meeting all goals that are assigned and achieving top notch results
- Bachelors degree with concentration in business preferred
- One (1) to Three (3) plus years of work experience in leasing or real estate
- Experience with Yardi and On-site.com, and other management software platforms a plus