



## **RESIDENTIAL PROPERTY MANAGER**

The Residential Property Manager is responsible for overseeing the daily operations and financial performance of the 94-unit Falcon Run Apartments property ([www.falconrunapts.com](http://www.falconrunapts.com)). This will include tenant relations, lease administration, leasing and marketing, coordination of property maintenance and upkeep, property safety and security, vendor management, personnel supervision, project management, event coordination and other tasks to ensure the effective operations of assigned property. This position will have the responsibilities and duties listed below and will report to, and work directly with, the Director of Property Management.

### **Primary Responsibilities:**

- Maintain tenant occupancy through active marketing and showing of vacant units, and work with Director to establish rental rates and determine marketing strategy
- Generate regular reporting as required
- Lead and participate in property management and other company meetings
- Manage lease administration for all residential tenants; this includes collection of rents, tracking and enforcing all lease terms, coordinating any necessary legal actions or third-party collections, maintaining tenant and property files (electronic and hardcopy), and administering tenant notices
- Submitting all invoices to Director for approval on a weekly basis
- Processing of Security Deposits in a timely manner
- Inspect and maintain the physical and aesthetic aspects of each property through daily walks, and coordinate repairs and service with maintenance department
- Oversee tenant and landlord renovation projects, and manage contractor and tenant relationships through the construction process
- Establish and/or maintain vendor relationships for property services
- Administer Emergency Action Plans for all properties
- Manage and supervise Assistant Property Manager(s) and/or other site staff, as needed
- Other tasks as necessary to support the property management and asset management functions, and Urban Villages' corporate goals

### **Candidate/Position Requirements:**

- Minimum of 3 years of Residential Property Management required
- Colorado Real Estate Broker's License preferred
- On-site housing available, and preferred
- Knowledge of market trends, leasing, and accounting
- Experience with MRI, Yardi, Entrata or other property management software preferred



- Demonstrated ability to work collaboratively with other team members.
- Excellent oral and written communication skills, with ability to professionally communicate with diverse populations; polished interpersonal skills
- Well organized with attention to detail
- Ability to tackle multiple tasks simultaneously, without losing focus or attention on any one; not afraid to ask for help when needed
- Self-motivated, with “ownership thinking” perspective applied to decision making
- Proficient computer skills, with experience in Word, Excel, and other office programs
- Ability to effectively present information to prospective or current tenants, investors, and other professional partners and vendors
- Absolute discreteness in receiving and handling sensitive information
- Ability to work evenings, weekends and holidays as needed
- Valid driver’s license and clean driving record