

CLEVELAND HOUSING NETWORK, INC.

Property Manager- Year 16

REPORTS TO: Director of Property Manager Brokerage

POSITION SUMMARY

This position is responsible for the overall management of year 15 and 16 rent fund scattered site housing units. This position is also responsible for interpreting and implementing management procedures developed in accordance with policies and regulations of CHN Inc. The Manager works closely with residents and with CHN sales department to work with tenants as they transition from renters to homeowners.

RESPONSIBILITIES

- Identifying lease purchase candidates for available units that qualify as Year 16 homebuyers
- Coordinate with the maintenance department to report any health and safety items that require action as well as any recently vacation units.
- Perform routine annual home inspections and write up resident damaged that will be addressed by maintenance along with performing all move-in orientations and move out inspections documenting current conditions
- Check vacant units weekly to make sure they are secure and the exterior of the property remains in good condition
- Coordinate and seek approval of the sales team on any potential new move-ins, potential collection and eviction actions against current residents.
- Preparation of correspondence such as rental back charges, eviction notices and collections along with performing home visits, showing of units etc.
- Collection of rent and overseeing the eviction process in collaboration with the sales team
- Responsible for generating various reports, including but not limited to the weekly vacancy, delinquency, turnover, annual/interim re-certification, special claims and eviction reports
- Process rental applications for available vacant units that have been released to Property Management
- Maintain a good key control system, post 24 hour showing notices at properties and make keys available for all showings
- Responsible for reporting any unusual or extraordinary circumstances regarding the residents or community

QUALIFICATIONS:

- High school diploma or equivalent
- Minimum three years of Real Estate and/or Property Management experience
- Works patiently, professionally, and cooperatively with residents, providing exceptional customer service
- Must have reliable and Insured transportation
- Must have a friendly, outgoing personality and be able to work with a diverse group of people and personality types
- Highly motivated with the ability to work independently; strong work ethic
- Excellent verbal and written communication skills
- Strong organization and time management skills with the ability to meet deadlines.
- Good computer skills with a strong working knowledge of MS Office

If you are interested and meet the outlined qualifications, you can apply for this position by submitting your resume to Sandra Durda in HR via email at sdurda@chnnet.com or by mail at 2999 Payne Ave Suite 306 Cleveland Ohio 44114.