

**DELAWARE COUNTY HOUSING AUTHORITY
LEASING AGENT
DESCRIPTION**

SALARY: \$41,000

The Leasing Agent will be under the direct supervision of the Property Manager. The responsibilities of this position shall include but are not limited to:

1. Assist with processing applications for prospective residents utilizing property management software.
2. Show apartments to prospective residents, as directed by the Property Manager.
3. Prepare leases, lease addenda and all HUD, PHFA and LIHTC documentation for new residents utilizing property management software.
4. Maintain Tenant Listings and Waiting List for properties utilizing property management software.
5. Prepare, schedule and process all annual and interim re-examinations/recertifications for continued occupancy eligibility in accordance with all HUD, PHFA and LIHTC requirements utilizing property management software.
6. Answer telephones, screen calls and visitors, and answer or refer inquiries as appropriate.
7. Respond or refer resident complaints and/or inquiries as appropriate. Initiate and maintain all paper and electronic files and records for the property, as directed by the Property Manager and in accordance with all HUD, PHFA and LIHTC requirements utilizing property management software. Assist in the planning, coordination and implementation of resident activities and/or programs. Make routine appointments and arrange conferences and meetings.
8. Gather and prepare information for a variety of property management documents and/or reports.
9. Prepare correspondence as directed by the Property Manager.
10. Assist the Property Manger with all aspects of HUD/PHFA/LIHTC compliance and provide clerical support to the Property Manger as required.
11. Assist with assigning, distribution, and completion of work orders utilizing property management software.

July 13, 2023

12. Establish and maintain cooperative working relationships with all DCHA staff, residents and others that provide services to residents.
13. Perform other duties as assigned.

REQUIREMENTS

1. High School Diploma or G.E.D. and higher education/training is desirable.
2. Valid Driver's License and access to and use of a personal vehicle for transportation to and from work and to appointments outside the assigned office.
3. Excellent keyboard and computer skills.
4. Proficient in Microsoft Office.
5. File maintenance both paper and computer files.
6. Excellent interpersonal skills and ability to interact with a variety of both internal and external clients.
7. Requires successful completion of NAHRO or Nan McKay Eligibility and Rent Calculation Certification, Quadel TaCCs and certification as well as continuing educational courses and certification requirements to maintain job expectations and standards in accordance with the Personnel Policy.