



FATH PROPERTIES  
Love Where You Live.

## Leasing Consultant

Candidates should possess excellent customer service skills, a friendly and outgoing personality, above average organizational skills and the ability to work as part of a team.

The **Leasing Consultant** job description includes but is not limited to the following:

- Show apartments to qualified prospects; sell features and benefits of the community and close to qualified candidates.
- Process related rental paperwork. Coordinates move-in of new residents and conduct resident orientation.
- Responds to resident requests, including maintenance requests. Follow up on work orders to ensure resident satisfaction.

**Prior Leasing experience preferred but not required.**

### Job Requirements

- 40hr/wk Flexible work schedule—will include weekend hours
- 1-2 years customer service experience
- 1-2 years Microsoft Office
- 1 year sales/marketing
- Must pass a pre-employment drug screen
- May be required to have a vehicle (If a vehicle is required, proof of state minimum insurance is also required.)

***Leasing commission on all rentals—up to \$10,000 annually! EOE***

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Join the Fath Leasing Team!

**Being a Leasing Consultant is a *great place* to begin your career in property management.**

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