

CHN Housing Partners

Property Manager- Lease Purchase

REPORTS TO: Regional Property Manager

POSITION SUMMARY

This position is responsible for the overall management of scattered site housing units. This position is also responsible for interpreting and implementing management procedures developed in accordance with policies and regulations of CHN. The Manager works closely with residents and with organizations representing residents with community organizations for the purpose of providing safe and affordable housing.

RESPONSIBILITIES

- Leasing of all new units and vacant properties in a timely manner
- Enforce the tenant lease and fallow through all eviction cases
- Post monthly rental payments and subsidy requests
- Follow up/return all inquiries from applicants and handle resident concerns, disputes, etc.
- Process rental applications, develop and maintain property waiting lists
- Maintain a good key control system

QUALIFICATIONS:

- High school diploma or equivalent
- At minimum three years of Property Management experience in affordable housing (LIHTC)
- Knowledge of procedures and policies of residential property management
- Knowledge of landlord/tenant laws, fair housing regulations and bookkeeping procedures
- Ability to plan, assign, review and coordinate work and programs immediately
- Excellent verbal and written communication skills
- General knowledge of maintenance skills
- Good computer skills with a strong working knowledge of MS Office
- Reliable and Insurable transportation

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