



Modern Property Management, Inc.

366 Waller Ave., Lexington, KY 40504 Phone 859-388-2000 FAX 859-373-0428 URL www.mpmllex.com

JOB DESCRIPTION: Property Manager

Overview

Property Managers operate income-producing property in accordance with the policies and procedures of Modern Property Management, Inc., Fair Housing Law, and other federal, state and local laws in order to increase property value and optimize operational income for the property owner.

Property Managers are champions of the properties under their administration. They manage the property, including tenants, maintenance, owner relations, and make sure that the things that need to get done are done adequately and on time. Property Managers interact with other MPM departments as needed.

Primary duties include:

- Communicating with owners about property condition, issues, income/ expenses and recommendations at least bi-weekly; send photographs of significant problems and repair events to convey magnitude.
- Communicating with MPM departments to ensure cost-effective, timely services are delivered.
- Building and grounds are attractive and in good condition.
- Required preventive and requested maintenance is performed timely and competently.
- Tenants feel welcome and important, and that they pay on time and follow the rules.
- Tenants know you are their ombudsman and can escalate issues.
- Notices, evictions and other communications are clear, on-time and are followed to conclusion.
- Vacant units are refurbished, advertised, shown and leased with minimal down time.
- Performance and financials metrics are analyzed, and improvements implemented.

Personal characteristics of successful property managers include:

- A self-starter, self-motivator; organized and efficient; not a procrastinator.
- Courteous, polite, direct, honest and confidence-inspiring, always using good judgment.
- Fearless in reporting successes or mistakes; willing to call for help.
- A good communicator; unafraid to make or receive a phone call or personal visit.
- Good sales skills.
- Never satisfied with the status quo; always looking for improvement opportunities.

Appearance and Behavior

- Professional demeanor and dress; good people skills; clear, friendly voice and attitude.
- Dedicated, loyal, honest, and ethical.
- Can hear, read, write and speak English; bi-lingual in Spanish a plus.
- Prohibited: Excessive body-piercing ornaments, strange hair styles/colors, tattoos, offensive insignia.

Office Skills

- Simple business accounting; writing skills; record-keeping
- Computer skills: Proficiency in Microsoft™ Word, Excel, Outlook; Yardi™ Genesis skills a plus

Experience and Requirements

- Three years of experience working in a multi-family housing environment; HUD Section 8 a plus
- Working knowledge of Fair Housing Law and Lexington-Fayette County Tenant-Landlord Act
- No criminal record; dependable vehicle with insurance
- Own and willing to carry a working cell phone/ pager and respond to calls promptly when on duty
- Type of background checks to expect: Credit, criminal, past employment