



Property management involves the daily operations at the individual property level and can include marketing and promotion, tenant screening and selection, managing rent, coordination of the maintenance and repair function, optimizing building efficiency and acting as liaison between owners, investors, service providers and tenants.

Property

Management

The duties and expectations of property managers have grown over time with an increased focus on maximizing the bottom line. The position involves a comprehensive understanding of the owner's strategy for a particular asset or assets in its real estate portfolio, [short or long-term hold]. The property manager is responsible for the leasing and management to maximize returns for its owners and ensure the real estate's long-term viability.

MAJOR DUTIES

- Manage, coordinate and oversee the daily operations of the property
- Manage the financial, marketing and leasing of the property
- Prepare, submit and manage the property budget
- Perform lease administrative duties, monitor rent collections and direct tenant retention programs
- Ensure compliance with policies and procedures, codes and regulations

“Property Management is like being the mayor of a small city. You are literally responsible for everything that is happening within the building.”

