
Apartment Leasing Agent Resume

Job Objective

To obtain an Apartment Leasing Agent position that fully utilizes my experience and abilities.

Work Experience:

Apartment Leasing Agent, May 2004 – Present
Miami Apartment Finders, Deltona, FL

- Prepared lease documents and related paperwork and achieved financial goals.
- Promoted positive, proactive resident relations.
- Maintained high occupancy demonstrating the value of the apartment property.
- Ensured to inform policies and procedures to the residents.
- Coordinated with the Community Manager and Assistant Manager.
- Obtained the Community Managers approval prior to the resident moving in.

Apartment Leasing Agent, March 2002– April 2004
Patrick Development, Deltona, FL

- Recorded and maintained all paperwork accurately.
 - Handled residents concerns and processed maintenance requests.
 - Projected professional image and demonstrated initiative.
 - Adhered to policies and procedures.
 - Maintained timely rent collection and ensured relevant deposits.
 - Ensured to follow-up guest cards at the earliest.
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Summary of Qualifications:

- Remarkable experience in apartment leasing and property management
 - Exceptional knowledge of Landlord/Tenant Law and Fair Housing Act
 - In-depth knowledge of Rent Control Properties (Section 8, HUD, Tax Credit)
 - Strong verbal and written communication skills
 - Proficient in AMSI, YARDI, Word, Excel, PowerPoint, and Outlook
 - Ability to show potential rental applicants apartments to lease
 - Excellent office and clerical skills, and good telephone skills
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Education:

Associate Degree in Commerce, Nash Community College, Rocky Mount, NC

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