

Daily Duties

- Meet with maintenance and cleaning staff to discuss problems and priorities.
- Walk through property to ensure that all is orderly (laundry room, sauna, pool area, etc.). Check model apartments(s) with the Assistant Property Manager/Administrative/Leasing – open blinds, and water plants if necessary.
- Have office cleaned and vacuumed prior to opening for the day.
- Open management/leasing office at the seasonally appointed hour. Check previous day's traffic sheet to see if complete. Note rental prospects for follow up.
- See that support personnel and outside contractors are doing a good job and following instructions.
- Complete service requests for the next day.
- Meet with maintenance and cleaning staff to discuss problems and assign priorities for the next day.
- Make sure daily traffic and activity is complete and entered into MRI and date advanced.
- Enters necessary information for purchase orders.

Weekly Recurring Duties

- Have the following reports completed before the office opens:
 - a) Weekly Occupancy Report
 - b) Daily traffic and activity entered into MRI.
 - c) Schedule of Manager's two-week visits to new residents
 - d) Delinquency Report
- Assure that a weekly light check of the entire property is completed. Pay special attention to exterior lighting (timers and missing or burned out bulbs). This is very important!
- Walk through vacant apartments to check status of make-ready.

Monthly Recurring Duties

- Make personal contact with all residents who have not paid the rent. Rent is always due on the first and late on the second. It has been found that diligence in initiating face to face communication with slow payers significantly reduces future problems with these residents.
- Assure that the Assistant Property Manager/Administrative delivers late rent letters to all residents who have not yet paid their rent.
- Assure that the Assistant Property Manager/Administrative delivers three day "Legal Vacate Notice" to all residents who still has not paid their rent.
- Assure that the Assistant Property Manager/Administrative personally contact all residents who have still not paid rent.
- Review Operating Statement for previous month and submit Budget Variance Worksheet to Regional Property Manager.
- Managers will make sure that evictions are filed in the appropriate court by the 10th of the month.
- Submit Market Survey to Regional Property Manager and Field Marketing Directors.
- Review computer printout of residents whose leases expire in two months. Submit a list of residents to be visited as part of the resident retention program, along with recommendations for rent increases, to the Regional Property Manager.
- Assures monthly close-out is balanced and authorized for period close.

Quarterly Duties

- Submit Marketing Plan to Regional Property Manager. Include concise summary of past month's marketing and operations, along with plan for upcoming month.
- Submit newsletter draft to the Marketing Department.

Annual Duties

February 25th:

Distribute questionnaires to each resident.

March 15th:

Complete physical inspection of all apartments. Note condition of apartments on the Inspection Report and discuss problems with the Regional Property Manager. During this inspection, prepare Service Requests for all maintenance tasks noted.

Complete the Fixed Asset Inventory and Annual Safety Inspection.

August 25th:

Distribute questionnaires to each resident.

September 30th:

Reviews last year's Operating Budget, comparing it with actual performance, and discuss suggestions for improvement with the Regional Property Manager to assist in preparation of the budget for the coming year. Submit initial rough draft of upcoming year's budget.

Prepare and submit performance reviews and recommendations for salary increases.