



Property Manager Intern

Job Summary:

The Property Manager Intern will work under the leadership of the President & CEO and Senior Property Manager in Managing all aspects of assigned properties, including but not limited to Tenant Relations, Leasing, Inspecting Assets, Maintenance, Budget, Owner's Relations, and Capital projects. The Property Manager Intern will be responsible to meet Owner's and MiddleTown Property Group asset goals. The Property Manager Intern must meet and maintain requirements of Employee Handbook.

Essential Duties and Responsibilities: Property Manager Intern

Leasing:

- Assist in leasing of properties, products, and services to prospects.
- Setup up tours and notify current residents of tours.
- Conduct tours with prospective tenants.
- Maintain Leasing documents.
- Follow up with prospects utilizing MiddleTown Property Group Follow up Policy.
- Setup up Lease Signing appointments with prospects.
- Complete Leasing documents with prospects utilizing MiddleTown Property Group Leasing Policies
- Work with the President & CEO, Leasing Manager, and Marketing Manager to create and implement Leasing Rate Plans.
- Coordinate with President & CEO, Leasing Manager, and Marketing Manager on all Resident Retention Campaigns. Assist in Implementing all Resident Retention plans.
- Maintain knowledge about properties and maintain updated leasing information about properties.
- Walk Model apartments and ensure that they are in showing standard as outlined in MiddleTown Property Group Policies.
- Review all completed leases for assigned properties.
- Complies with Fair Housing Laws and Standards.

Property Management:

- Communicate with Tenants in regards to renewals, maintenance, inspections, lease violations, tenant issues, and any additional needs.
- Document and maintain records of all Tenant and Vendor communication.
- Follow MiddleTown Property Group Policy for Tenant Communication.
- Put in Maintenance Request into Property Management Software.
- Communicate with Vendors and Maintenance personnel to schedule maintenance services to assets and insure maintenance issues are resolved.
- Obtain bids and quotes from vendors to minimize cost while ensuring best quality of work.



- Manage Capital Expense projects in accordance to MiddleTown Property Group Policies.
- Inspect and follow up with vendors during Capital Expense projects to verify projects comply with scope, meet's MiddleTown Property Group and Property Owners Expectations, and stay on contract outlined time and costs.

Job Description: Property Manager Intern

- Obtain approval of maintenance and capital expense following MiddleTown Property Group Policy and Owner's Agreement.
- Maintain Properties Appearance, in accordance to MiddleTown Property Group Policy.
- Collect Rent Payments from Tenants
- Verify Monthly Rent Roll is correct and that all charges are applied.
- Setup proper scheduled billing in Property Management Software.
- Follow up on Tenants with Past Due Rent Balances. Follow MiddleTown Property Group Delinquency procedures.
- Complete Eviction Process in accordance to local law and MiddleTown Property Group Policy.
- Represent Property in court for Eviction processes.
- Work with attorney for Eviction process.
- Work with Collection agency for Tenant unpaid balances.
- Collect any miscellaneous income as outlined in MiddleTown Property Group Policy.
- Complete Move in and Move Out Inspections in accordance to MiddleTown Property Group Policy.
- Verify that Vendor's complete all Make Ready processes based on MiddleTown Property Group Policy.
- Prepare Move In Packets for new Tenants.
- Follow up with Tenants upon move in to verify Tenant needs are meet.
- Complete Quarterly Inspections as outlined by MiddleTown Property Group Policy.
- Apply damage charges or verify damage charges are applied to residential accounts
- Send out Final Account Statements.
- Collect damage charges, follow up with inquiries in regards to damage charges.
- Follow up with tenants or past tenant on damage charges due by phone, email, and • Complete weekly interior and exterior inspections as outlined by MiddleTown Property Group Policy.
- Complete Vacant unit inspections and decommissioned unit inspections as outlined by MiddleTown Property Group Policy.
- Complete Pet Audit and Inspections.
- Work with the President & CEO to prepare yearly Property budgets.
- Work with the President & CEO to identify future Capital Projects for properties to extend life of asset and maximize revenue potentials.
- Work with the President & CEO to prepare Capital Expense Property budgets.
- Present Yearly Property Budgets and Capital Expense budgets to owners.
- Put in Yearly Budget in Property Management Software



- Monitor and ensure Properties stay on Budget goals.
- Review and verify Monthly GL Reports.
- Build Monthly, Quarterly, and Annually Reports for Owners.
- Review and Approve all invoices.
- Prepare any Reports or Information needed for MiddleTown Property Group or Property Owners.
- Oversee new property onboarding process, and verify new property setup is completed to MiddleTown Property Group Onboarding Policy.
- Conduct Property Tours with Owners, Investors, Appraisers, Insurance Agents, Inspectors, and Management.
- Attend all MiddleTown Property Group meetings.
- Attend all Owners and HOA meetings.

Typical Physical Demands

- Ability to lift 20lbs.
- Work in an office setting.
- Ability to sit in front of a computer for extended period of time.
- Ability to be on your feet for extended period of time.
- Ability to use hand and arm for writing and/or typing.

The Essential Job Duties is not an all-inclusive list but does cover many of the duties and responsibilities of the position. Additional duties or responsibilities may be required due to organization needs, market conditions, organization goals, and owner/client requirements.

Email your resume to Careers@MiddleTownPG.com