



## Residential Property Manager

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Residential Property Manager to join the company's growing Property Management team. The Residential Property Manager will be responsible for managing multi-family residential properties and Homeowners Associations, while maintaining positive client relations with both property owners and tenants. We will pursue an experienced and disciplined multi-tasker with excellent people and organizational skills. Waypoint Real Estate is a growing company offering commercial brokerage services, property management, and investment services. Come be a part of this talented team.

### Job Description:

#### Responsibilities include:

- Manage day to day property management operations including but not limited to new leasing, tenant relations, owner inquiries, terminating leases, and evictions
- Collect security deposits, rent, and late payments from tenants/owners
- Manage all aspects of assigned properties
- Prepare and schedule property viewings, conduct property tours and interview prospective tenants
- Create Marketing Plan in order to keep properties filled with qualified tenants and avoid vacancies
- Develop and enforce terms of rental agreements
- Develop and manage annual budgets, accomplish financial goals and report on financial performance
- Schedule maintenance and repairs, negotiate contracts with vendors
- Regularly inspect properties to ensure they are kept in excellent condition
- Develop and maintain strong working relationship with property owners
- Establish appropriate rental rates by conducting market research
- Prepare and analyze financial reports and budgets for property owners

#### Required Experience:

- 5+ years of residential property management experience
- High school diploma/GED required

#### Preferred Qualifications and Experience:

- Bachelors Degree in Business, Finance and/or Real Estate
- Community Association Manager license
- Experience in lease administration and tenant relations
- Experience in property management software
- Experience using Microsoft Office suite, particularly Microsoft Outlook, Word and Excel
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures
- Work Style: Flexible, team player, positive attitude, strong inter-personal and problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Salary commensurate with experience. This position will be full-time, with a competitive benefits package.

**To apply:** send cover letter and resume to Bethany Geisert at [bgeisert@waypointre.com](mailto:bgeisert@waypointre.com)

#### ***About Waypoint Real Estate:***

*Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.*