Trailer Park Onsite Property Manager

Job Summary: The On-site Manager performs on-site management tasks to ensure consistent operation of the property. The On-site Manager is called upon to function in the following areas:

- Conduct self in a courteous and professional manner. Be tolerant of personal
- Establishing and promoting clean, safe and pleasurable community
- Must have pre-approval from Supervisor for any overtime hours

Job Qualifications:

- General office knowledge and experience
- Proficient computer skills: Email, Microsoft Office – Outlook, Word, Excel
- Ability to learn new software – AppFolio, RealPage
- Must be bondable and insurable
- Must have valid driver’s license and carry current auto insurance
- Must be able to travel for monthly staff meetings, supplies, etc. or as needed per supervisor.
- Must be able to lift up to 30 lbs.

Skills:

- Good, reasonable and appropriate judgement, decision making, critical thinking skills and the initiative to follow through
- Communicate both orally and in writing at a level commensurate with successful job performance
- Proficiency in intensive paperwork
- Ability to meet monthly deadlines
- Proficiency in Multi-tasking and Organizational skills
Job Accountabilities:

- Enforce Landlord-Tenant Laws & Lease Rules and Regulations
- Prepare and post notices and warning letters for tenants
- Maintain public office hours Monday – Friday excluding holidays
- Answer phones, check emails, respond to Tenant questions and complaints
- Respond to security and emergency issues. Work with local emergency personnel and prepare any required incident reports
- Maintain a log of communication with Tenants in AppFolio database
- Maintain property notes in AppFolio database
- Stay knowledgeable & current in all required Fair Housing and Landlord Tenant Laws and policies
- Client Trust and Confidentiality is required
- Collect Rents & Other Deposits
- Collect Rents/Other payments & deposit into bank using deposit scanner
- Maintain on-site tenant ledgers
- Prepare reports as required *Monthly narrative *Quarterly newsletters
- Communicate with Accountant for payment arrangements
- Maintain Wait List according to selection criteria

- Advertise as needed
- Follow Affirmative Fair Housing Marketing Plan (AFHMP) and do annual advertising as required
- Process Move-Ins
- Process applications in timely manner
• Work with Accountant for tenant charges
• Prepare Rental Agreements, meet with tenants to complete all paperwork, and submit finished documents
• Process Move-Outs
• Complete needed information in AppFolio database and RealPage
• Work with Supervisor for Final Accounting
• Ensure turns, repairs and inspections are completed properly and in a timely manner
• Communicate with Supervisor daily, discuss property projects and receive prior approval on work orders above amount given by supervisor
• Complete work orders in system
• Schedule work with vendors
• Complete work orders and communicate with A/P for any issues
• Ensure property & grounds are maintained
• Process Annual Tenant Certifications
• Perform other tasks assigned by Supervisor and/or Management
• Follow USDA-RD rules and regulations as provided

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