

2016

The First 100 Days for Leasing Consultant / Applications

MANAGEMENT ONE LICENSED OPERATING SYSTEMS
KNOWLEDGE BASED MANUAL

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The First 100 Days for Leasing Consultant / Applications

0-30 Days

In Process

Completed

Leasing Consultant / Applications Job Description

<hr/>	<hr/>	100 Most Asked Questions at Management One Test
<hr/>	<hr/>	M1 software training 40 min
<hr/>	<hr/>	One Touch system
<hr/>	<hr/>	Read Training Manual
<hr/>	<hr/>	Watch all Leasing Videos
<hr/>	<hr/>	Learn operations algorithm 17,15,12,8
<hr/>	<hr/>	Learn (ILR) Internal Leasing Report
<hr/>	<hr/>	Learn (LMS) Leasing Management Status
<hr/>	<hr/>	Learn (RML) Resident Move-in Ledger
<hr/>	<hr/>	Take Management Agreement test
<hr/>	<hr/>	Take Rental Agreement test
<hr/>	<hr/>	Key Board training
<hr/>	<hr/>	Studying objections
<hr/>	<hr/>	Role Playing
<hr/>	<hr/>	Take/field leasing calls
<hr/>	<hr/>	Assist with greeting customers & directing traffic
<hr/>	<hr/>	Sit with walk in leasing prospects
<hr/>	<hr/>	Log calls, showings, applications into M1
<hr/>	<hr/>	Pre-qualify leasing prospects
<hr/>	<hr/>	Schedule appointments with prospective residents to come into office

_____	_____	<u>Schedule appointments with prospective residents to view properties in the field</u>
_____	_____	<u>Check out keys to prospective residents</u>
_____	_____	<u>Get applications</u>
_____	_____	<u>Run credit, call on verifications and qualify applications</u>
_____	_____	<u>Preparing holding deposit</u>
_____	_____	Do Holding Deposit with resident
_____	_____	Do weekly leasing updates to owners via phone/email
_____	_____	<u>Meet targets & goals for applications and renting properties</u>
_____	_____	Make Keys on Key Machine
_____	_____	Take Test on objections
_____	_____	Take test on alternative of choice

31-60 Days

In Process

Completed

Leasing Consultant / Applications Job Description

_____	_____	View inventory (inside/outside)- be at 85% at all times
_____	_____	Prep lease/move in package
_____	_____	Set up for resident celebration
_____	_____	Preparing Leasing presentation
_____	_____	Lease presentation with resident
_____	_____	Schedule move in inspections for P.I. with new resident move in
_____	_____	Issue work order for lock change to be done prior to resident move in
_____	_____	Log prorated rents on new move ins
_____	_____	Ask for referrals at resident lease sign up
_____	_____	Assist with answering phones
_____	_____	Assist with taking rents
_____	_____	Process BOM properties
_____	_____	Role Playing

61-100

In Process

Completed

**Leasing Consultant / Applications
Job Description**

[Application Test](#)

[Leasing Test](#)

Role Playing

Role play test with manager on all
objections and alternative of choices

Retake any test to be at 90% or better