



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

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

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

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
_____	_____	Ask for referrals/reviews at resident lease sign up
_____	_____	Assist with answering phones
_____	_____	Assist with taking rents
_____	_____	Process BOM properties
_____	_____	Role Playing
_____	_____	How to run CRA/Rent Range
_____	_____	Calculate Leasing Numbers

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
_____	_____	Complete Fair Housing Training
_____	_____	Complete Sexual Harassment Training