

Lettings Agent Job Description Template

We are looking for an enthusiastic, professional Lettings Agent to assist us with the marketing and letting of properties. The Lettings Agent will ensure properties are properly maintained, properties are appropriately marketed and screen any prospective tenants. You will create and maintain strong relationships with both property owners and tenants, contribute to a positive atmosphere in the office and portray a positive image of the company. You will oversee and coordinate the orientation of new tenants and assist with office management and clerical duties when required. To be successful you will need to balance property owner and tenant needs and achieve occupancy and rental goals set for you.

Key Responsibilities:

- Record and update potential and existing landlord and tenant details into the company database
- Inform maintenance staff of issues
- Advertise available properties and conducting property tours as part of marketing activities
- Screen potential tenants to check they meet eligibility requirements
- Complete lease applications and assisting with verification of applicant information
- Inform prospective tenants of results
- Inspect properties when tenants move in and / or vacate
- Liaise with tenants to provide information and respond to any complaints and concerns
- Maintain and store documentation
- Accept rent payments, deposits and other fees

Personal Specification:

- Minimum 3 years' experience as a Lettings Agent or in similar positions
- Valid UK driver's license
- Excellent verbal and written communication skills
- Excellent negotiation skills
- Strong problem-solving skills
- Strong people skills