



Job Description: Residential Leasing Agent (RLA)  
Location: Puget Sound (Seattle/Bellevue)  
FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. ([www.incityinc.com](http://www.incityinc.com); "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The Residential Leasing Agent (RLA) will lead the efforts in the advertising, marketing and execution of new residential leases. The position is responsible for ensuring an occupied building through new leases, achieving at-market rental rates, and providing a positive experience for the prospects and new tenants. The role requires a "roll up your sleeves mentality" as well as being an active participant at each building as it relates to items outside of the leasing process.

Key Responsibilities include, but are not limited to:

- Ensure rental properties are occupied and any vacant space is advertised.
- Oversee marketing and lead generation of vacant space, including but not limited to, posting ads as needed to various websites (i.e., Craigslist, Zillow, etc.) and social media (i.e. Facebook).
- Respond to inquiries from and coordinate apartment tours with prospective tenants.
- Draft and execute new leases with prospective tenants.
- Work directly with one or more Resident Managers to be "in the know" as it relates to upcoming vacancies to fill.
- Analyze market conditions and rates; learn industry trends and market drivers.
- Submit maintenance requests to Engineering for items that should be addressed to maintain a safe building.
- Suggest vacant unit pricing - subject to review and approval.
- Suggest building improvements or other ideas that can drive the market value of rental rates.
- Become proficient in understanding local, state and federal tenant laws and regulations, especially as it relates to Fair Housing.

#### Basic Required Qualifications

This position will have the following experience and attributes:

- A minimum of High School or equivalent education
- Proficient in Microsoft Office 365 (word, excel)
- Have a driver's license and vehicle
- Excellent written and oral communication skills
- Demonstrated leadership ability, team management, and interpersonal skills
- Excellent analytical and organization skills
- Flexibility in the work schedule
- Ability to maintain performance at a high level during stressful situations

#### Preferred Experience:

- Experience in AppFolio property management software
- Experience as a Leasing Agent or similar sales background
- Washington State Real Estate Broker's license

---

Pay Range and Benefits: \$25-\$28 per hour. Discretionary bonus possible based on set objectives.

Compensation may vary based on experience and qualifications. Medical benefits (including medical, dental, vision, Life, EAP and FSA) and 401(k) are available for the hired applicant subject to InCity's eligibility policies.

Interested Candidates: Interested individuals should send a resume and compensation expectations to [resume@incityinc.com](mailto:resume@incityinc.com)