

Residential Property Manager Job Description

Duties and Responsibilities:

- Set the current rent, collect the rent, and adjust the amount paid as rent
- Manage tenants by finding, screening, receiving complaints, evicting tenants, and handling move outs
- Responsible for maintenance and repairs of the property in order to properly manage the structural integrity of the property
- Apply knowledge of the prevailing landlord-tenant laws applicable statewide and nationally
- Responsible for supervising employees and contractors working on the property
- He or she must be able to maintain proper records and manage the budget.
- Responsible for filing taxes for the property.

Residential Property Manager Requirements – Skills, Knowledge, and Abilities

- Possess the ability to communicate fluently in both spoken and written English
- Have excellent interpersonal skills and must be a good mediator
- Possess good managerial and organizational skills
- A degree in Real Estate Management or any other related field of study
- Have good leadership skills
- Be a good decision maker and must be able to prioritize tasks effectively
- Possess relevant work experience in a similar role
- Good knowledge of the various property tax laws in the state
- Have good knowledge of budget management and record keeping
- Proficient in using Microsoft Office applications
- Be able to discharge his or her duties with little or no supervision.

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