

# FOXY MANAGEMENT

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## Assistant Leasing Agent / Property Manager

### ***Company Description:***

Foxy Management is a mid-sized property management firm based in the South Bronx, with a specialized focus on affordable “low income” housing, supportive housing, and other types of subsidized, income-restricted, and regulated multi-family housing. The company manages its own portfolio of owned and developed properties in addition to third party owned properties.

### ***Basic Job Description:***

The Leasing role is primarily responsible for assisting the Leasing Manager with the review and evaluation of applicant files for initial leasing, as well as the ongoing monitoring of leasing matters (including lease renewals), in all cases ensuring compliance with City, State and Federal guidelines and compliance. The Property Manager role is to support existing property management functions including assistance with tenant communication; rent collection; vacancy preparation; asset management; legal compliance; etc.

### ***Job Responsibilities:***

#### Leasing

- Monitor electronic waitlist and vacancy log, and communicate with applicants and tenants regarding leasing activity
- Assist with several upcoming full building lease-ups
- Interview applicants and collect income, asset, and other identifying documents; evaluate qualifications to ensure compliance with building and program limits
- Complete third party verifications such as background checks and employment verifications
- Prepare applicant files to ensure that they are complete, and compliant with all agency guidelines and LIHTC requirements if applicable; submit files to the relevant agency(ies) for approval
- Prepare lease packages and complete lease signings

#### Property Management

- Respond to leasing and other inquiries received through the company’s website
- Communicate with subsidy agencies regarding initial certifications, recertifications and renewal leases
- Assist with audits from various agencies
- Facilitate and/or conduct unit inspections and other tenant correspondence
- Visit buildings and interact with tenants and staff, as directed



- Create and update project spreadsheets as directed
- Assist with the clearing of violations issued by DOB, ECB, and HPD
- File all leasing and tenant related documents in tenant files
- Interact with social services teams, as required

**Experience:**

- At least 3 years New York City property management and/or leasing experience
- At least 1 year experience working in the fields of affordable/low income housing, supportive housing, or similar such disciplines
- Must have had experience working with housing finance agencies such as NYC HDC, NYC HPD, NYCHA, HCR
- Must have experience with Yardi Voyager
- Experience with new building rent-up through NYC Housing Connect is a plus, but not a requirement

**Required Knowledge, Skills and Certifications:**

- Comprehensive understanding of all of the following:
  - HDC/HPD Marketing Guidelines
  - Affirmative Fair Housing Marketing guidelines
  - Fair Housing Act
  - HUD Occupancy Handbook (4350.3), especially as relates to income calculation
- Familiarity with:
  - NYC Rent Stabilization Law
  - NYS Multiple Dwelling Law
  - NYC Administrative Code (as relates to housing)
  - NYC Human Rights Laws
  - NYC local laws (as relates to housing)
- Must have received training in Low Income Housing Tax Credits; certification from Quadel, Novogradac, or similar organization is preferred but not required
- Must be able to work under pressure and handle multiple tasks at once while understanding how to prioritize.
- Bachelors degree preferred, but not required

**We are looking for someone to become part of the team – this person should be a problem solver and a good communicator with a positive attitude.**

**Salary commensurate with experience. Excellent benefits.**

**Please send cover letter and resume to [HR@foxymanagement.com](mailto:HR@foxymanagement.com).**