

LOW-INCOME HOUSING TAX CREDIT PROPERTY MANAGER

The Community Development and Improvement Corporation is seeking an **experienced** licensed property manager to manage several properties located in multiple South Carolina counties. Ideal candidates will possess experience in managing Low Income Housing Tax Credit (LIHTC) properties. **Duties:** Collect rent and utility adjustments for incoming and vacating residents; move in new residents (lease preparation and signing, apartment inspection and processing of all required records); perform quality leasing interview; show vacant housing units to all prospective residents; performing follow-up visits after move-in to assist residents and to identify any potential problems; move out residents; review resident records and make recommendations for future eligibility; counsel residents on housing options; coordinate housing availability and transfer requirements in a timely manner to assure minimum vacancy loss; initiate transfer requests due to changing housing needs and emergency situations; prepare legal documents for non-payment of rent and other violations; conduct joint inspections of housing units with new and vacating tenants; generate work orders and resident charges as required; enforce lease requirements concerning resident housekeeping and modifications to the property; collect damage charges from residents; arbitrate disputed charges and recommend waiver of charges in error; counsels residents concerning avoidance of future charges; perform or supervise cash handling, deposit preparation and banking of receipts; perform monthly close-outs and maintain files in accordance with prescribed regulations and procedures; receive and bring resident complaints concerning housing management activities to a satisfactory conclusion; perform other duties as required. **Two to three years of responsible property management experience preferred. Tax credit certification preferred; however, ability to receive certification within six months is acceptable.** Submit your cover letter and resume to: **Human Resources at humanresources@aikenhousing.org** *We are an Equal Opportunity Employer.*