

**QUEST ASSET MANAGEMENT, INC.
PERFORMANCE EVALUATION**

Name: _____

Property: _____

SS # _____

Purpose of Review

Evaluation Period (fill in dates)

From: _____

To: _____

- Annual
 New Hire
 Promotion

- Transfer/Job Change
 Disciplinary Action
 Other _____

Final approval by:

Signature: _____

JOB TITLE: LEASING ASSOCIATE

REPORTING: The Leasing Associate reports to the Property Manager and works as a teammate with the community's Administrative and Maintenance staff.

The Leasing Associate maintains relationships with current Residents and establishes contact with prospective Residents and preferred employers.

EVALUATION KEY: YES = Acceptable Performance NI= Needs Improvement N/A= Not Applicable

ESSENTIAL FUNCTIONS:

- _____ 1. Shows and leases apartments to future Residents
- _____ 2. Completes guest cards and perform follow-up with future Residents.
- _____ 3. Assists future Residents in completing the application. Assists resident with Tax Compliance paperwork, ensuring that all forms, answers and documents are signed prior to the prospective Resident leaving the site.
- _____ 4. Demonstrates a thorough knowledge of the property and surrounding community with regard to shopping, amenities, schools, etc.
- _____ 5. Maintains 80% or better category on Shopping Reports.
- _____ 6. Maintains Resident follow up log.
- _____ 7. Opens the Store -Inspect model, show apartments and the tour route daily.
- _____ 8. Prepares office for business daily by ensuring it is neat and clean, make coffee, turn lights on, and check messages and take phones off service, etc. Close office at the end of the day and forward phones to answering service.

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- _____ 9. Assists in Special Promotions for the property to include open houses, advertising, putting up balloons, creating mini-models, etc.
- _____ 10. Prepares Market Survey monthly.
- _____ 11. Performs physical shops of competition in market area as required by Property Manager and Regional Manager.
- _____ 12. Takes responsibility for coordinating Resident activities.
- _____ 13. Completes all third party verifications and complete working the tax credit file for all move-ins. Types and prepares other lease file documents for the Property Manager's review and signature.
- _____ 14. Answers the telephone promptly and courteously.
- _____ 15. Collects rent and gives it to Property Manager or Assistant Manager for deposit.
- _____ 16. Updates status report of available apartments daily.
- _____ 17. Uses Rent Roll as directed by Property Manager. Generally enters traffic and lease information and prepares Monday Morning Report for Property Managers review and transmission to Company.
- _____ 18. Generates service requests and follow-up with Residents to ensure that work was completed to their satisfaction.
- _____ 19. Has completed all company assigned and required online training courses.
- _____ 20. Has completed at least one training course offered by the local apartment association.
- _____ 21. Has been to at least one apartment association meeting since last evaluation.
- _____ 22. Available to assist other Quest Asset Management, Inc. communities as required.
- _____ 23. Perform any other duties, which may be periodically assigned by the Property Manager.

B. JOB PROFICIENCIES:

- _____ 1. Good communication skills.
- _____ 2. Confident, positive attitude.
- _____ 3. Ability to positively interact with wide range of personalities.
- _____ 4. Appearance compatible with image of the property, good sense of humor, energetic, assertive and capable role model for teammates.
- _____ 5. Demonstrated integrity on personal and professional level.
- _____ 6. Attentive to detail.
- _____ 7. Complies with all Quest Asset Management, Inc. policies and procedures.
- _____ 8. Dependable transportation.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is frequently required to stand, walk, sit, climb, or balance, and is occasionally required to stoop, kneel, crouch or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to focus.

- _____ 1. Is the employee able to perform the duties listed above?
- _____ 2. At the time of this evaluation, did the employee request reasonable accommodations to perform essential functions, noted above?

If "Yes" to question #2 above, what accommodations were requested?

GOALS	
Progress in achieving goals set during last review.	New Goals

ACKNOWLEDGEMENT:

I, _____, have reviewed this employee evaluation and am able to perform the duties and agree to adhere or improve to these standards as a condition of my employment.

This employee evaluation and my job description should not be construed to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions, and perform any other related duties, as may be required by their Supervisor.

I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract but merely an acknowledgement of the company's evaluation of my performance during the *Evaluation Period* listed on page one of this form.

Employee Signature

Date

Property Manager's Signature

Date

Regional Supervisor Signature

Date