



## Property and Leasing Manager

Townline Homes Inc. is currently seeking a new team member to fill a Property and Leasing Manager position in our head office in Vancouver, BC.

### About Townline

Townline is an industry-leading, Vancouver-based real estate developer known for its innovative living solutions, unparalleled attention to detail, and renowned customer care. For nearly 40 years, every Townline project – from single-family homes and townhomes to concrete high-rise towers, mixed-use communities, and alternative housing solutions – has been defined by purposeful design, meticulous construction, forward-thinking amenities, and an unwavering commitment to enriching the cities and communities we build in.

Townline is deeply involved at each stage of every project, with in-house development, finance, construction, marketing, sales and leasing, and customer care teams. We believe in a person-to-person approach with each of our stakeholders, partners, homeowners, and tenants to ensure we meet the unique needs of neighbourhoods and the individuals within them. That's the Townline Way.

### The Opportunity:

Reporting to the VP of Sales & Marketing, the Property and Leasing Manager will play an integral role in the Property Management and Leasing division. The successful candidate has previous residential and commercial property management and leasing experience in the field of Real Estate, will need to be able to work independently and possess excellent written and oral skills. The ideal team member will perform duties in a spirit of partnership and teamwork, be committed to the highest ethical standards and take pride in our tradition of excellent service to our customers, consultants, trades, suppliers and working partners.

### The Role:

Specifically, the successful candidate will be responsible for, but not limited to:

- Responsible for the day to day operations, leasing, tenant renewals, maintenance and repair coordination, communications and overall management of the properties and tenants
- Organize, monitor and assist in rent collection
- Responsible for accounting records including monthly statements of income and expenses; preparation of annual budgets, allocations of common costs, audit and reconciliation of operating costs and preparation of annual rent schedules and financial statements; cash flow management
- Provide real estate expertise including optimal tenant mix plans, leasing policy, cost controls and recoverable expenses and other advise to maximize value of the properties and rental income
- Coordinate and manage the tenant improvement and turnover process
- Monitor and manage tenants' adherence to lease conditions
- Maintain relations with property agents and tenants
- Draft and execute Offer to Lease Agreements
- Draft and execute general Lease documents
- Coordinate, supervise and set up contracts for utilities, garbage collection, cleaning, security and any other applicable services and/or necessary items
- Secure the appropriate insurance policies
- Coordinate with Development Department to ensure timely termination of leases or tenancy agreements to make way for demolition and construction
- Coordinate with Construction managers to ensure properties are available and accessible for various site reviews such as hazmat, geotech and environmental
- Recommend practical and effective building/property operating policies and standards
- Ensure tenant compliance with day to day operating policies and standards

- Carry out obligations of the owner to the tenant as necessary including notifications to tenants for arrears, termination, or any other defaults under the lease
- Routinely tour and inspect the leased properties and report on the conditions; make recommendations for improvements and repairs, and create/execute the necessary action plans
- Research or acquire as needed, up to date market information and statistics
- Represent landlord from time to time in tenancy disputes and evictions
- Serve landlord notices such as termination of tenancies
- Prepare and implement an effective monthly property management report/leasing status update to senior staff
- Liaise with 3<sup>rd</sup> party property managers as required
- Be on call for emergencies as necessary

**The Candidate:**

Applicants for the roll must have the following:

- Minimum 2 – 5 years working experience in a property management role, with both residential and commercial properties
- Have a BC Rental Property Management License, or is prepared to become licensed
- Excellent proven ability to build and maintain strong customer, tenant and supplier relationships with a strong aptitude for customer care
- Excellent organizational skills with the ability to complete tasks efficiently and in a time sensitive manner
- Self-motivated with a high degree of initiative, focus and the ability to multi task and achieve deadlines
- Excellent interpersonal and communication skills, both written and oral
- Strong negotiations skills
- Keen attention to detail and well organized

**Apply:**

If you meet the requirements outlined above, please email your resume and cover letter to: [careers@townline.ca](mailto:careers@townline.ca).

We wish to thank all applicants in advance for their interest. However, only those selected for an interview will be contacted. NO telephone calls please.