

Title: **Leasing Agent**

Supervisor: Vice President of Leasing, Tenant Relations, and Acquisitions

Basic Function: Complete all necessary tasks to lease space in existing and new company properties. Identify, underwrite and assist management in the acquisition of new properties. Complete job in a professional manner that maintains/improves company's reputation.

Responsibilities and Duties:

1. Lease retail space to tenants. Help create a tenant mix that maximizes revenues, tenant satisfaction, and enhances both destination and impulse buying.
2. Respond to inquiries by phone or in person for perspective tenants. Conduct tours of the properties for perspective tenants.
3. Develop a network on a local, regional and national level to attain perspective tenants. Create a prospective tenant list for each assigned property. Identify appropriate contacts for potential tenant prospects. Develop relationships with prospective tenants through cold-calling and networking.
4. Establish and maintain relationships with the third-party brokerage community to facilitate deals. In addition, establish and maintain relationships with Architects, GC's, commercial equipment retailers/wholesales, and other affiliated industry contacts to mine new prospective tenant leads.
5. Develop and follow through with traditional and nontraditional leasing strategies for each property to attract perspective tenants on a local, regional and national level. Complete a void analysis for each property to identify which uses are not available in the property/market.
6. Coordinate the preparation of Marketing Plans and Marketing/Leasing materials and packages. Assist designated staff member with review and recommendation of marketing and advertising strategies.
7. Maintain relationships with existing Tenants to increase the probability of referrals and/or expansion deals.
8. Maintain a thorough understanding of site availability and restrictions on tenant uses that are not allowed at each property.
9. Keep Executive Management abreast of property leasing activity/status reports.
10. Underwrite/qualify prospective tenants to verify they have the experience and capital to successfully complete all tenant work in a professional manner and operate the business in a manner that adds to the synergy of the property.
11. Negotiate letter of intent and lease transactions by working closely with the VP of Leasing and Executive Management. Make suggestions of negotiating strategies with each prospective tenant to maximize the revenue, security, and long-term success of each deal. When appropriate, attempt to include value added upside and inflation hedge of percentage rents based on gross sales.
12. Maintain a thorough knowledge of Lease provisions in order to help explain them to prospective Tenants.

13. Aide in preparing leasing documents, including, but not limited to, LOI's, prospective tenant applications and financial information, leases (as needed), turnover of space documents, rent commencement documents, and UCC forms.
14. Ensure information obtained remains confidential including, but not limited to, rental applications, applicant or tenant financial information, prospective tenant leads, company leasing strategies, etc.
15. Monitor move-ins of your tenant deals, assist Property Management with communication as needed and insure new tenants are welcomed. Coordinate tenant improvement work related to your deals with departments throughout the company, including Construction Management and Property Management.
16. In summary, you are expected to work with/stay involved with your tenants on all matters through their day of opening and as needed throughout their lease term. They are your customer, and you should know them best and be an easy ear for them to talk to. As needed, provide insight into their needs and help create a smooth transition into their space and to long term success.
17. Assist the VP of Leasing in monitoring each property's future lease expirations and prospective vacancies.
18. Ensure that occupied and unoccupied spaces as well as the common areas of the properties are maintained in a presentable manner. Notify management of any physical issues that are hindering leasing activity or any suggested changes that might help leasing activities.
 - a. Provide feedback and observation to aid in the development of a positive environment at the properties for the customers. We strive to ensure easy and safe access, parking and pleasant shopping experiences.
19. Monitor and report market conditions. Review/monitor competing properties within an appropriate radius and maintain current market surveys. Research and supply demographic information on each property. Review property site plans, elevations, parking availability and building amenities for comparison versus the competition.
20. Suggest rental rate pricing strategies and/or recommend rental rate pricing changes for properties in efforts to optimize returns.
21. Work with accounting to complete budgets and provide suggestions/forecasts for tenant vacancies and prospective tenants to join the centers.
22. Assist us in locating and negotiating on the purchase of new properties. We believe that while you are out prospecting for tenants you are also likely to find new acquisition opportunities for us. Your role will be to identify, analyze and to procure new commercial real estate acquisition opportunities in accordance to Commodore's acquisitions criteria. Once Management has reviewed a property you will be asked to perform financial analysis and help in the due diligence, obtaining necessary materials to underwrite, investigate and analyze the property. You will also be asked to assist in mortgage applications and financing of the properties.
23. Assist in the determination and support of company strategies and procedures. Contribute information in operation meetings and discussions that leads to the improvement and success of objectives.