



**Job Title: Leasing/Recertification Specialist**

**Location: Courts at Camp Springs Suitland, MD 20746**

**Hours: Full-time (40 hours)**

**Job Description:**

HallKeen Management seeks a qualified, motivated and experienced individual for a mixed property consisting of Low-Income Housing Tax Credit (LIHTC) and market rate apartments in the Maryland/ Washington DC area. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere.

The primary responsibilities of this position are to fully prepare initial and annual recertifications for all residents in full compliance with the IRS LIHTC regulations and lease available apartment homes. Leasing will involve touring with prospects, intake of the Rental Application, screening, verifying income and assets to determine income eligibility and lease orientation. Must be available to work weekends. The ideal candidate should possess impeccable customer service skills, strong communication skills-verbal and written and a professional demeanor at all times. Five years leasing/recertification experience or professional certification such as Certified Occupancy Specialist and any of the industry LIHTC designations required. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office and have a full understanding of the requirements for the LIHTC program

Prior LIHTC recertification experience and leasing is necessary. Ideal candidate will have a understanding of the HUD 4350. Bilingual individuals preferred.

Minimum of Associates Degree and/or applicable work experience with working knowledge of the LIHTC program.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Charlene Matthews 301.423.5228 or [cmatthews@hallkeen.com](mailto:cmatthews@hallkeen.com)**