

## **RENTAL OFFICER**

**Purpose:** To manage Cincinnati Mennonite Fellowship rental properties and act as liaison between CMF and tenants.

### **Key Responsibilities:**

- Ensure that leases are signed every year. Whenever possible, rental periods should coincide with the CMF fiscal calendar (Oct. 1-Sept. 30).
- Before issuing new leases, work with Council to determine whether the terms of the lease—including the rental rate—need to be changed.
- Serve as contact person for the renters with regard to any problems, concerns, or repairs.
- When the need for repairs or maintenance arises, notify Council.
- Make any repairs that you are capable of making. For repairs that are more complex, identify a suitable subcontractor and work with Council to arrange payment.
- When a tenant moves out, hire a cleaning service and work with Council to arrange payment.
- Work with Council to advertise vacancies in appropriate venues.
- Determine a fair market price for the properties.
- Before leasing the property to a new tenant, confer with Council to determine whether a background check, whether formal or informal, should be conducted.

Two-year term.