

Property Manager Request for Qualifications

The Yellow Springs Development Corporation seeks an experienced property manager for a mixed-use (6 residential units, and two vacant retail units) at 252-254 Xenia Avenue.

Responsibilities will include:

- Managing rent collection;
- Responding to resident maintenance requests;
- Making the owner aware of ongoing operating expenses that need to be addressed;
- Making the owner aware of any building maintenance issues that need to be addressed;
- Transition planning for residents in anticipation of full building renovation;

Qualifications:

- Record of successfully managing residential properties (preferably including multi-family properties) and commercial properties;

Interested parties should submit a cover letter and supporting documents to YSDC@ysdc.org