

## **Turn Specialist**

**Description:** Employee is responsible to Conduct move out assessments, prepare units for renting, conduct and manage certifications, equip and stage units\_\_; to perform those duties described in the job description below and to perform other duties as assigned.

**Move out management:** Inspect unit, assess damages and repairs, prepare inspection document costs, assess and confirm keyed access, prepare Notice to Tenant of Security Deposit Return, pull tenant file and deliver completed product to accounting for completion.

**Unit Preparation and Completion:** Input and assign work orders, establish order of processing and completion, execute completion, advise property manager of progress to completion, stage selected units for marketing, take and upload new pictures as needed to web site.

**Certification Process:** Schedule and attend certification appointments 3 months in advance of expiration, prepare cost to complete, deliver to owner for approval, develop and assign work orders to complete work, monitor work to completion, schedule re-inspection and certification before expiration, secure all extensions, manage city communications, manage HMS database and all back up documentation. Conduct the same process to manage HRI and MSHDA certification requirements.