



Agree Realty Corporation, a Real Estate Investment Trust (NYSE: ADC) based in Bloomfield Hills, Michigan is seeking to immediately fill the position of Director - Due Diligence with a qualified candidate. The position will report directly to the Vice President - Transactions.

Director – Due Diligence:

The Director – Due Diligence is responsible for coordinating all aspects of real estate due diligence on acquisitions and select development projects. The Director is responsible for procuring, tracking, analyzing due diligence materials and third-party reports and reporting out status updates on all acquisition due diligence activities. This position requires demonstrated experience with the management of numerous simultaneous projects. This individual must be analytical, detailed oriented and have the ability to work independently and collaboratively within a fast paced, dynamic team.

Primary Responsibilities:

- Obtain and inventory all Seller related due diligence materials
- Organize, merge and maintain all project files on server and ensuring compliance with corporate standards, processes and procedures
- Provide summary report on the status of all required due diligence documents and property level investigative research
- Negotiate proposals/contracts and lead all third-party due diligence consultants including but not limited to survey/title, environmental, zoning and Property Condition Assessment Reports
- Review all due diligence related materials including survey, title, environmental studies, zoning and Property Condition Assessment Reports and provide written recommendations for further action
- Review and coordinate specialized contractor inspections and reports (roof, parking lot, structure, etc.)
- Work with local governmental agencies to confirm municipal compliance and review zoning compliance regulations including obtaining zoning verification reports from all appropriate municipalities
- Preliminary review of ALTA survey to verify the property is in compliance with governmental regulations and Tenant's lease requirements (i.e. parking, setbacks, lot coverage ratios, building height limitations)
- Coordinate title search and review activities including but not limited to Title Commitment including all schedules, exceptions, easements and REA's/Declarations
- Prepare comprehensive market/store performance analysis including obtaining market lease comps and conducting tenant interviews
- Coordinate with outside counsel on all lease, title, survey and REA/Declaration reviews
- Maintain all due diligence tracker reports, critical dates report and closing checklists
- Prepare due diligence sign-off packages
- Review and approve all due diligence related vendor invoices for accuracy and compliance
- Drive process improvements to improve efficiency, effectiveness and profitability
- Prepare quarterly Acquisition Cost Tracker and Acquisition Transaction Timeline reports



Applicant Characteristics:

- Analytical, detailed oriented, organized and efficient
- Strategic thinker that can manage multiple projects and priorities
- Self-Motivated, results driven and can prioritize projects to meet required deadlines
- Superior organizational skills and attention to detail
- Ability to identify issues and recommend solutions clearly and concisely
- A passion for retail real estate

Minimum Job Requirements:

- Minimum 3 years of commercial real estate transactional experience
- Bachelor's degree in Architecture, Planning, Construction or Engineering is required
- Legal degree and/or training is preferred
- General understanding of construction law, contracts and retail leases
- Proficient with Microsoft Word, Excel and MS project

For consideration, please submit your resume by email to Danielle Spehar:
Dspehar@agreerealty.com

About Agree Realty

Agree Realty is a publicly traded real estate investment trust (REIT) and industry leading acquirer and developer of retail net lease properties across the United States. The Company is traded on the New York Stock Exchange under the symbol ADC. Agree Realty was founded in 1971 and has been publicly held since 1994. The Company's growing portfolio currently consists of over 467 properties located in 44 states and totaling approximately 9.2 million square feet of gross leasable area. Building upon the foundation of excellence established throughout the past four decades, Agree Realty seeks to become the premier company in the retail net lease space.