



### **Lease Administrator – Asset Management:**

This position will work cross-functionally with various teams in compiling and analyzing data and documents. This position will be primarily responsible for lease abstracting and our Lease Workflow Process. The ideal candidate is a detail-oriented, proficient individual who is well versed in commercial real estate leases, as well as various other real estate legal documents and transactions.

### **What you will do:**

- Prepare Lease Input Forms (LIF) by abstracting leases for acquisitions, development transactions, and amendments for Lease Transactions
- Facilitate the Lease Approval process by completing necessary forms, obtaining approvals, aggregating documents, and sending executed documentation to the tenant
- Coordinate the Lease Assignment process by compiling and communicating requests and critical information to Management and sending responses back to the tenant
- Facilitate the Rent Relief process by aggregating the documents for execution and coordinating a response from Management to share with the tenant
- Draft Delivery Notices and Rent Commencement Agreements for tenants
- Create and review Commission Agreements and Broker Agreements
- Create Restricted Use, Prohibited Use, and Co-Tenancy Memos for multi-tenant assets
- Manage process for review and approval of easement, estoppel, condemnation and miscellaneous requests
- Update the Lease Status Report, Lease Expiration Report, and Leasing Commissions Tracker

### **Who you are:**

- Minimum of 5 years of experience with reading and reviewing commercial real estate leases
- Experience working with real estate legal documents and transactions
- Strong attention to detail and ownership mentality
- Excellent communication (written and verbal), organizational and project management skills
- Comfortable multi-tasking and working under deadlines in a fast-paced environment
- Can-do attitude and strong work ethic
- Flexible and able to work independently and in a team environment

### **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Bloomfield Hills, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants. As of September 30, 2020, we owned and operated a portfolio of 1,027 properties, located in 45 states and containing approximately 21.0 million square feet of gross leasable space.

We offer our team members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for team members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for team members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week
- Onsite fully equipped gym and locker rooms

Our team feels at home working in our award-winning modern office buildings furnished with generously stocked cafés, state-of-the-art auditorium, outdoor patio, and open-area collaboration workspaces.



Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

To apply, please visit: <https://airtable.com/shrc2SpoBNmsAPeD5>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*