



Due Diligence Associate

Agree Realty is looking for a Due Diligence Associate to join our growing team. This position is responsible for coordinating all aspects of real estate due diligence on our acquisitions and select development projects. The Due Diligence Associate is responsible for procuring, tracking, and analyzing materials and third-party reports. 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 both independently and collaboratively within a fast paced, dynamic team.

What you will do:

- Obtain and inventory all Seller related due diligence materials
- Organize, manage, and maintain all project files on server and ensure compliance with corporate standards, processes and procedures
- Provide summary report on the status of all required due diligence documents and property level investigative research
- Review all due diligence related materials including environmental studies, zoning and Property Condition Assessment Reports and provide written recommendations for further action
- 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)
- Prepare comprehensive market/store performance analysis including obtaining market lease comps and conducting tenant interviews
- Maintain all due diligence tracker reports, critical dates report and closing checklists
- Prepare due diligence sign-off packages
- Drive process improvements to improve efficiency, effectiveness, and profitability

Who you are:

- Bachelor's degree is required
- Legal degree and/or training is preferred
- Minimum 3 years of commercial real estate transactional experience
- General understanding of contracts and retail leases
- A passion for retail real estate
- 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
- Ability to identify issues and recommend solutions clearly and concisely
- Proficient with Microsoft Word, Excel and MS project

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 June 30th, 2022, the Company owned and operated a portfolio of 1,607 properties, located in all 48 continental states and containing approximately 34 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 for the role, Please Visit: <https://airtable.com/shrlGFZSbz3HVCfEF>

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.