



STADIUM DISTRICT FLATS IS NOW HIRING!
LOCAL ASSISTANT
PROPERTY MANAGER

NOW HIRING

Compensation:

We are a dynamic real estate team seeking a proactive and dedicated Local Assistant Property Manager to support our growing portfolio of local properties and communities. As a valued member of our friendly team, you'll play a key role in delivering exceptional service to our residents, helping us maintain our communities. This part-time position is ideal for someone seeking a secondary job, side gig, or flexible income or gaining hands-on experience in real estate and property management.

Generally, expect to start at 2-5 hours per week to assist with rental showings, lockouts, onsite reviews, and occasional emergency issues at properties. Compensation is hourly, with a minimum of 1 hour per site visit and the average duration per site visit 1 hour. So this position works best for someone living or working right in the local area to maximize your compensation and avoid travel time!



FUNCTION

RESPONSIBILITIES & SCHEDULE

PROPERTY SHOWINGS

Tuesdays and Thursdays from 6-7pm and Saturdays 11am-12pm, when listing(s) are active.

POST SHOWING UPDATE AND SENDING APPLICATION

Complete tenant turner update following Showing and Send prospective residents an application immediately after showing.

WEEKLY PROPERTY INSPECTIONS

Drive by all properties weekly to check on conditions. Perform a weekly inspection via Rent Check, while walking property any issues found should be remediated by you if capable or sent to the proper person to remediate the issues found.

EMERGENCY CALLS

Respond to lockouts as needed.

MAINTENANCE SERVICE CALL THAT REQUIRES BUILDING ACCESS OR CHAPERONE

Onsite to support new maintenance team working throughout the week as needed. Get new vendors into unit, meet with vendors at units, etc. Pick up supplies if needed or relocate them back to Storage Unit.

ADHOC LOCAL ITEMS

Examples: Picking up a broken screen and taking it for repairs. Dropping off a part. Picking up a supply for a vendor. Screening a new vendor.

PRE-MOVE IN WALK THROUGH QUALITY CHECK

Completed the evening before move-in (or morning of if tight turnaround) to ensure unit is ready.

MOVE-INS AND MOVE-OUTS

Conduct move-ins and move-outs as scheduled.

- Complete Quality Assurance Walk through and gift
- Move in walkthrough, move in inspection via Rent Check, keys, and move in gift placement
- Move out coordination, Move-out inspection via Rent Check, signed release of possession form, note damage, pick up keys, identify repair needs, upload forms, etc.

ONCALL COVERAGE

If Local Assistant is going to be on vacation or outside the area, they will communicated with their Property Manager to identify coverage

OTHER ITEMS

- Real Estate property management training
- Training Meetings
- Admin – All hands, training, uploading of files, special projects
- Invoicing
- Supply pickup and drop off

MORE ABOUT US

STADIUM DISTRICT FLATS



WHO WE ARE

Stadium District Flats is the Merkeley Ventures Residential Living brand.

Stadium District Flats invests in distinctive, high-end rental properties that enable our residents to live, work, and play locally in urban communities.

Our early properties were in a small neighborhood in Southwest DC nestled between National Stadium and the future Audi Field. We called this area the "Stadium District." Those early properties (mostly one-bedroom apartments in small rowhouses) enabled us to see the unique opportunity residents had when they were able to live, work, and play without having to get in their cars. We were inspired by the impact of investing in urban, environment-friendly and sustainable rental communities.

All communities we invest in are self managed under the Stadium District Flats brand. The portfolio includes unique residential homes and apartment communities across the country.

At Stadium District Flats we leverage innovative technology to enable remote ownership, utilizing the Flex Property Management model. This removes the need to leverage a patchwork of local property managers across the country.



OUR COMMUNITIES

LIVE, WORK AND PLAY BY THE LAKE PARK COTTAGES ON SPRUCE

Sandpoint, ID: An award-winning, unique, eco-friendly community with a livable garden full of fresh fruit for residents and a short walk to downtown Sandpoint, Idaho



LIVE, WORK AND PLAY IN D.C.

THE FLATS IN DC

Washington, DC: Our legacy cluster of one bedroom flats to four bedroom single family homes is located within the Stadium District of Southwest DC, just blocks from National Stadium, Audi Field and the Navy Yard.

LIVE, WORK AND PLAY LOCALLY THE FLATS AT WINCHESTER

Winchester, VA: The Flats of Winchester is our newest community in Winchester, VA, with a mix of 1 & 2 bedroom apartments, boasting front patio gardens throughout the property and a unique landscape creating a space unlike other apartment complexes while maintaining the quaint beauty of the surrounding community.



READY TO APPLY?



SUBMIT YOUR RESUME

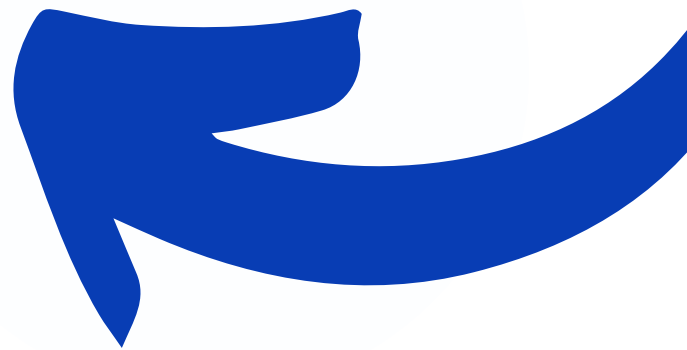
Hiring Team

202-713-5287 (ext. 4)

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