

Tenancy Renewal Coordinator

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Company: McCone Properties

Location: dubai

Category: other-general

Here at McCone Properties, we are looking for a dynamic Tenancy Renewal Coordinator who will be responsible for creating tenancy documentation, maintaining accurate files for each client, coordinating, assisting lease renewals and ensuring all compliance requirements are met.

Key Responsibilities

Initial Contact: Reach out to the tenant well in advance of the lease expiration date to discuss their intentions regarding renewal. This could be done through email, phone call, or even a visit if feasible.

Discuss Terms: Understand the tenant's needs and preferences for the renewal term, such as lease duration, rent adjustments, maintenance responsibilities, etc.

Prepare Documentation: Once terms are agreed upon, prepare the lease renewal contract. Ensure all necessary clauses are included and that the document complies with local rental regulations.

Client Relationships: Build rapport with both the landlord and tenant to foster trust and smooth communication throughout the renewal process. Address any concerns or questions they may have promptly and professionally.

Notice Sending: Ensure that all required notices, such as renewal offers or termination notices, are sent to the appropriate parties within the required timeframe as per local regulations.

Keep Parties Updated: Maintain regular communication with both the landlord and tenant to keep them informed of the progress of the renewal process. This could involve providing updates on document submissions, lease signing appointments, etc.

Document Validation: Before uploading any documentation into the system, thoroughly review it to ensure accuracy and completeness. Verify that all signatures are present and that any necessary supporting documents are attached.

System Upload: Once all documentation is validated, upload it into the system according to your company's procedures. Double-check that everything is

properly filed and organized for easy access. Finalize Renewal: Coordinate the signing of the lease renewal contract between the landlord and tenant. Ensure that both parties receive a copy of the signed agreement for their records. Preparing on Contracts: Create new tenancy contracts for agents when they have new deal. Requirements Experience: 1-2 years Team Player: Proven record working with a team Organisational and Communication Skills: Excellent track record of organisational, coordination, and communication skills to ensure smooth transfers Attention to Detail: Detail-oriented with a commitment to accuracy and compliance. Location: Must be currently based in Dubai (if you are not based in Dubai, you will be automatically declined) About the Company McCone Properties deals with all things real estate, whether it be sales, leasing, conveyancing, mortgages, short-term rentals, and more. If you are looking for a career that will reward you while also allowing you to progress in your career, we want to hear from you. McCone Properties is a company that treats every employee as part of the family. Having been family-run from the outset, personality is equally as important to us as experience when hiring talent. We do not look to mass hire but hire based on quality and fit for the company culture we have created.

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