

### **LEASE ADMINISTRATION:**

Acadia is currently seeking a qualified intern to join its **Lease Administration** team for a paid summer internship program. An intern who can participate in the full cycle of tenant interaction, from lease negotiations and tenant on-boarding to tenant vacating the premises at the end of its term. The intern will work individually as well as collaboratively in a fast-paced environment to gain the broad experience of the exciting nuances of Lease Administration and Tenant Coordination in the world of commercial real estate.

### **Job Description:**

Interns will be assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible and will have the opportunity to learn how engage with other departments and tenants during this process. The intern should be prepared to work in a multi-faceted team environment, be proactive in assessing landlord and tenant concerns and confident in the complete resolution of the issue. At the end of the internship program, the intern will have gained a broad experience in Lease Administration/Tenant Coordination process from a commercial real estate perspective.

### **Interns will be exposed to & provide support in the following areas:**

- Assist in all phases of tenant accounts, billing and collections.
- Preparation and billing of periodic Common Area Maintenance (CAM), Real Estate Tax (RET) and Insurance (INS) reconciliations.
- Regular monitoring of tenant accounts, including tenant contact information and account status.
- Communicating between departments in regards to possible resolution of tenant disputes.
- Daily application of payments from the tenant Lock Box, bank deposits and wire transfers.
- Process rent increase letters and monthly statements.
- Assist in creating, renewing, vacating and expiring leases in our financial database (MRI).
- Be a liaison between tenant and landlord as well as an inter-departmental conduit between acquisition, development, legal, leasing, construction, accounting and property management teams.
- Assist in handling all building and tenant improvements and the required lease documentation.
- Assist with various tasks related to managing the Acadia annual real estate tax expenses and tax appeals process including annual NYC filings.

### **Requirements:**

- Must be enrolled in a college degree program at an Accredited Institution
- Must have completed junior year of college
- Must be able to work onsite in Rye, NY
- Must have a GPA of 3.0 or above
- Must have unrestricted work authorization in the US without a visa or sponsorship
- Ability to work 40 hours per week

### **Desired Characteristics:**

- Business or Communications Major preferred.
- Strong written and verbal skills.
- Highly Motivated and intuitive self-starter.



- Strong knowledge of MS Word, Outlook, Excel and PowerPoint.
- Ability to multi-task and prioritize a challenging work schedule.

Acadia is an Equal Opportunity Employer - M/F/Veteran/Disability/Sexual Orientation/Gender ID