

VEREIT



Intern, Property Management

THE COMPANY

VEREIT is a full-service real estate operating company which owns and manages one of the largest portfolios of single-tenant commercial properties in the U.S. Each summer, VEREIT offers a three-month internship program to support the development of the commercial real estate industry. Participating students are often from across the country and pursuing various career specialties. Because of the diverse background of VEREIT's interns, individuals are placed within various departments, including Accounting, Human Resources, Corporate Communications, Property Management and Leasing. Students work on specific projects that are meaningful to VEREIT's business. VEREIT's program offers a mentor for each intern, Lunch & Learn program with key executives, social events and the opportunity to network with talented VEREIT employees. VEREIT is a publicly traded Maryland corporation listed on the New York Stock Exchange. Additional information about VEREIT can be found on its website at www.VEREIT.com.

Location: Phoenix, Arizona.

The Opportunity

Are you interested in a career in Property Management within the commercial real estate industry? Are you curious what goes into managing a property? What is involved with budgeting for properties? Our summer internship is a 2-3-month engagement where you are given the opportunity to get hands on experience working on key projects for the Property Management group here at VEREIT. You will have the opportunity to work closely with your mentor and network with other VEREIT employees and departments to insure you receive well rounded exposure to the REIT industry. Along with working on key projects you will have the opportunity to hear from key executives during our Lunch & Learn program, participate in social events, meet and greet with our CEO, and more. This opportunity will be Monday through Friday with a business casual attire.

Responsibilities

- Assist with research relating to directing daily mail
- Schedule lender and property inspections
- Assist with 2021 property budgets
- Prepare Vendor Service Agreements
- Prepare deferred maintenance letters to Tenants
- Collect vendor and Tenant COIs
- Prepare monthly check requests and submit to AVID
- Update Salesforce with Tenant contacts
- Save inspection and bid reports to appropriate property folders in Worksite
- Assist with COE (close of escrow) checklist completion
- Assist with vacant utility setup
- Shadow Property Manager on selected properties. Attend site visit on local property and assist with property related projects.

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Qualifications

- Enrolled as a rising sophomore, junior or senior at an accredited 4-year school
- Minimum GPA of 3.0
- Expressed interest in commercial real estate or related field
- Completion of real estate and/or business/finance related courses preferred

Compensation

This is a paid internship.