

Position: Leasing Agent **Location:** Brentwood, TN **Posted:** 2/24/2026

Leasing Agent

Crye-Leike® Property Management is hiring a full-time Leasing Agent at the Brentwood, TN Branch. Under the direction of the Residential Property Manager, the Residential Leasing Agent is responsible for leasing residential properties. The position duties include but are not limited to:

Job Duties

- Maintain marketing of properties through a multitude of web platforms
- Assist property management team with all aspects of marketing property including photographing properties and uploading to websites
- Field potential tenant phone calls and ask prequalifying questions prior to showings
- Show properties to potential tenants (a company provided car will be utilized when available)
- Process rental applications-credit/criminal background check, landlord verifications and employment verifications
- Create welcome letters and send lease agreements once an applicant is approved
- Provide reports to the property manager of showings, feedback from prospects and agents
- Vacancy checks as needed
- QC of paint and carpet depending on maintenance needs
- Coordinate move in date with the inspector and maintenance department to ensure home is ready for occupancy
- Notification of maintenance issues if observed at property

Qualification requirements:

- One year of experience in residential, commercial or apartment leasing.
- An active TN affiliate broker real estate license.
- Strong knowledge of federal and state Fair Housing Laws and Landlord Tenant Act.
- Valid driver's license and good driving record.
- Proficient with Microsoft Office and basic office equipment
- Customer Service oriented - attention to detail
- Strong verbal and organizational skills a must.
- Ability to effectively convey ideas, images and goals to a diverse group of personalities
- Professional presentation and demeanor at all times throughout the workday and whenever representing the organization.
- Ability to produce well-composed marketing photos of properties.

Crye-Leike®, REALTORS® is a full-service real estate company founded in Memphis, Tennessee in 1977. Today, it is the nation's 3rd largest real estate company and the largest serving markets in Tennessee, Arkansas, Georgia, Mississippi, and across the Mid-South. Crye-Leike® has more than 3,000 licensed sales associates, 500 staff members, and over 112 branch and franchise offices located in a nine-state region including Tennessee, Alabama, Arkansas, Florida, Georgia, Kentucky, and Mississippi. To learn more about Crye-Leike®, visit www.crye-leike.com

To Apply: Apply for this position on Zip Recruiter. Link is provided below:

<https://www.ziprecruiter.com/job/636bb73f>

Crye-Leike® is an Equal Opportunity Employer.