



Office: (216) 521-7260
Fax: (216) 529-0859

14300 Detroit Avenue
Lakewood, OH 44107

Job Title: Occupancy Specialist – Blended Housing Programs

Location: The Westerly Apartments, Lakewood, Ohio – A Barton Community

Reports To: Property Manager / Compliance Manager

FLSA Status: Non-Exempt / Full-Time

Position Summary

The Occupancy Specialist is responsible for managing leasing and compliance for a mixed-financing, blended-occupancy multifamily community containing Low-Income Housing Tax Credit (LIHTC), Housing Assistance Payment (HAP) contract units, and HOME Investment Partnerships Program units. This position ensures that all occupancy activities comply with federal, state, and local regulations, as well as internal property management policies and procedures.

Key Responsibilities

Leasing & Occupancy

- Conduct intake interviews, pre-screen applicants, and process leasing paperwork.
- Accurately calculate and verify income and assets for all prospective and current residents.
- Determine household eligibility based on applicable program rules: LIHTC (Section 42), HAP (HUD 4350.3), and HOME regulations (24 CFR Part 92).
- Ensure timely completion of move-ins, annual and interim recertifications, and move-outs.
- Monitor and maintain appropriate unit mix and occupancy levels for each funding source.

Compliance & Documentation

- Ensure accurate and complete tenant files with required third-party verifications, income certifications, leases, and program-specific addenda.
- Stay current on all relevant regulations including IRS, HUD, and HOME compliance requirements.
- Prepare and submit compliance reports to state housing agencies and HUD as required.
- Monitor compliance with student eligibility rules, rent and income limits, and utility allowance guidelines.
- Respond to file audits, Management and Occupancy Reviews (MORs), and physical inspections (REAC, NSPIRE, etc.).

Resident Relations

- Provide excellent customer service to residents while enforcing lease terms and program rules.
- Assist in resolving resident concerns or disputes in a fair and professional manner.
- Work with property management and social service partners to promote resident stability and retention.

Administrative & Operational Support

- Maintain accurate data in property management and compliance software (e.g., Yardi)
- Assist in preparing for and responding to regulatory audits and inspections.

Barton Communities

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- Collaborate with site staff to ensure units are ready for occupancy and advertised according to Affirmative Fair Housing Marketing Plan (AFHMP).
- Attend required training sessions on LIHTC, HUD, and HOME program updates.

Qualifications

Required:

- High school diploma or equivalent.
- COS (Certified Occupancy Specialist) required within 6 months of employment
- 2+ years of experience in affordable housing leasing or compliance.
- Working knowledge of LIHTC (Section 42), HUD Handbook 4350.3, and HOME regulations.
- Proficiency in income calculation and eligibility certification procedures.
- Strong attention to detail and organizational skills.
- Excellent verbal and written communication.

Preferred:

- TCS, HCCP, or equivalent affordable housing certification.
- Experience with blended or layered funding programs.
- Experience with housing compliance software (e.g., Yardi).

Work Environment

- Office setting located at a residential property.
- Occasional travel for training or audits may be required.
- Ability to sit, stand, walk, and lift up to 25 lbs.

Compensation & Benefits

- \$33,000/year - \$35,500/year with COS certificate
- Health, dental, and vision insurance.
- Paid time off and holidays.
- 401(k) with company match (if applicable).
- Professional development opportunities.

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