

Lease and Contract Administrator

Community Healthcare Trust (NYSE: CHCT), a dynamic, fast-growing, real estate company in Franklin, Tennessee is seeking a full-time **Lease Administrator**. CHCT encourages a team-oriented culture and – thru our growth and this ground floor opportunity – provides the opportunity for significant long term professional growth.

The ideal candidate will have:

- At least three years (3) years of experience in property management, commercial real estate and /or para legal work.
- BA degree required.
- Solid experience with Microsoft word and Excel
- A solid understanding and application of lease administration.
- Strong analytical skills and ability to remain highly organized in a deadline driven environment while maintaining strict attention to detail.
- Experience in using lease administration software a plus. (Harbor Flex, CoStar- Virtual Premise, Visual Lease, or Tririga)
- Understanding of Yardi software a plus.
- Data Base or related report writing experience a plus.
- Strong organization, interpersonal and communication skills.

Responsibilities:

- Reviews and abstracts leases
- Monitors lease expirations and options, and collaborates with internal and external real estate managers and brokers to collectively respond to clients real estate needs.
- Processes simple lease renewals and terminations.
- Administers subleases by reviewing the subleases for pertinent information and sending out delinquent rent notices on unpaid balances.
- Facilitates estoppels, subordination, non-disturbance and attornment agreements, assignments, insurance certificates, lease renewal and termination notifications, as well as other miscellaneous real estate administration requirements.
- Generates standard and ad-hoc reports from company data base.
- Prepare and review work papers and variance analyses for real estate properties.

Community Healthcare Trust (CHCT) is a healthcare real estate investment trust (REIT). Our initial public offering was in May of 2015 and we have an equity market cap of over \$300,000,000. We currently have approximately 60 properties in 23 states leased to over 115 separate tenants. Our management team has 25 to 35 years of experience in real estate, healthcare and public REITs. Our shareholders received a 35%+/- total shareholder return in 2016.

Compensation commensurate with experience with significant alignment of interest thru elective equity compensation.

Contact:

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