**Risk Lease Analyst**

Serves as an advisor and analyst to various Inland acquisition teams by:

* Analyzing tenant leases regarding insurance requirements, maintenance responsibilities, casualty responsibilities and any other sections where insurance can come into play. After the lease is reviewed an analysis is done to determine which parties are responsible for placing insurance coverage. Depending on what decisions are made during the analysis period, it may be required that additional insurance coverages are placed if leases are deficient. Determine if property is located in a CAT and/or flood zone. If property is in a flood zone elevation certificates will be requested
* Prepare and provide written estimates of Inland’s insurance for commercial, retail, medical office buildings, apartments & self-storage facilities. This list will change from time to time
* Attend lease review meetings, deal review meetings and any additional meetings for due diligence purposes
* Review and run an analysis on all documents required for the acquisition. This typically includes Phase 1 Environmental Reports, Phase II Environmental Reports, NFA Letters, Appraisals, Surveys, REA/OEA, Easement Agreements, Condominium Declarations, By-Laws, Certificates of Insurance and more. It’s very possible that additional insurance coverage may be required once these documents are analyzed
* For new construction/developments the Due Diligence Analyst will also review and analyze the required documents, AIA Contracts, Budgets, etc. to ensure coverage is quoted and placed correctly

**Other responsibilities:**

* When properties become vacant, the leases will need to be re-analyzed to determine who is responsible for placing any required insurance coverage. Once the analysis is done, the analyst will update the Origami database record and advise the insurance broker and necessary IRIM personnel
* Update Origami database records whenever new information is obtained
* Direct communication with members of acquisition teams, attorneys and property management
* Once property is acquired, request coverage from broker in a timely manner and inform the necessary IRIM personnel
* Other duties as assigned

**Skills Required:**

* Effective written communication skills utilizing the Microsoft suite of software
* A background in real estate sales or real estate contract preparation
* Effective verbal skills to present information during lease review meetings
* Ability to create spreadsheets and create formulas utilizing Microsoft Excel
* Knowledge in utilizing the Origami software platform
* Able to read certificates of insurance and assess if they meet contract requirements
* Basic knowledge of property and liability insurance coverages
* A minimum of 5 years related work experience