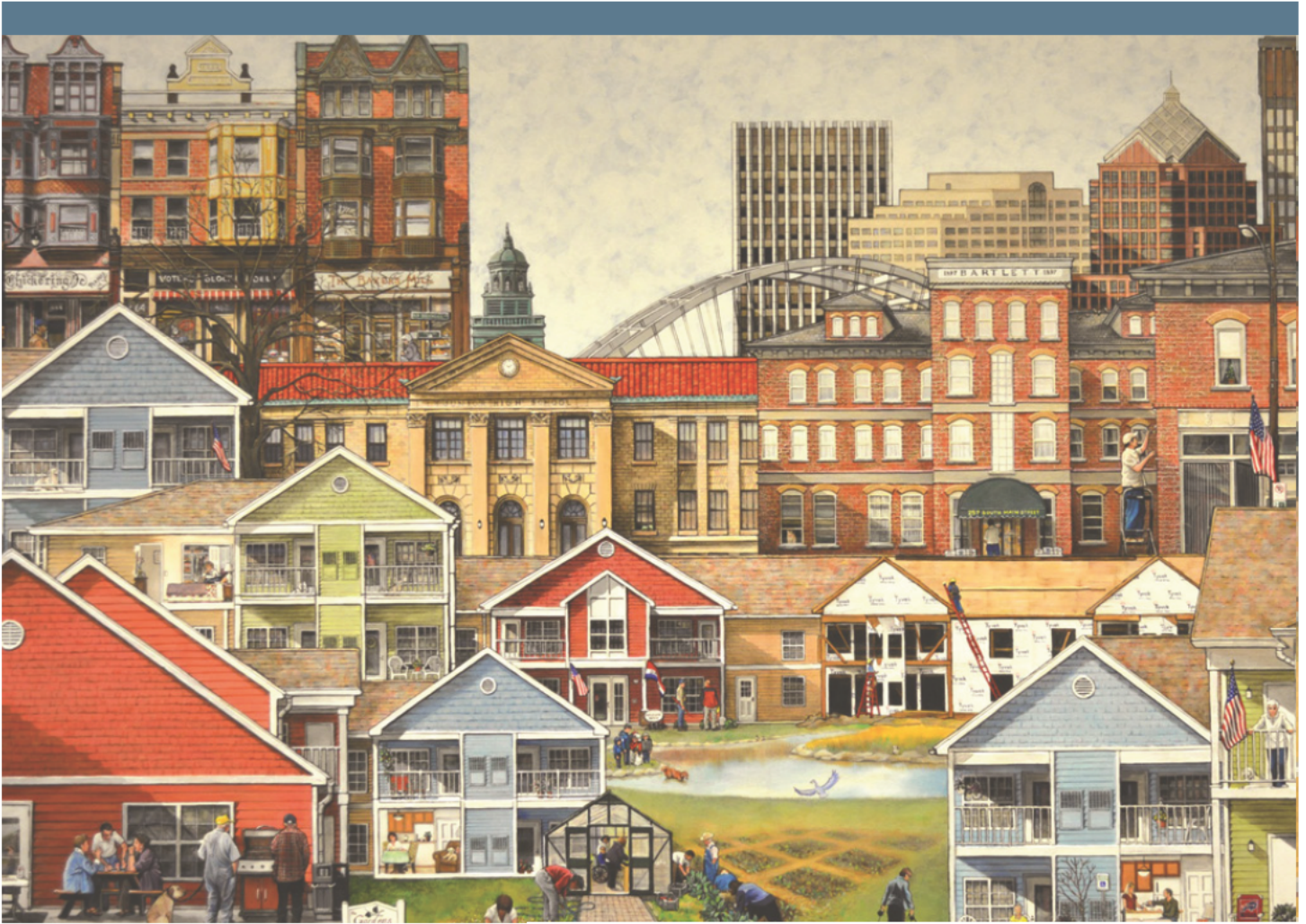


# HOME LEASING

DEVELOPMENT | CONSTRUCTION | MANAGEMENT



## 2023 INTERNSHIP PROGRAM



# 2023 INTERNSHIP PROGRAM

Home Leasing is accepting applications from high school, college and graduate school students interested in pursuing careers in community development, real estate, property management and/or construction. Home Leasing is a private, family-owned company headquartered in Rochester, New York. Every aspect of our business is driven by our mission to improve the lives of our residents and the communities in which we work.

**Internship Program:** We are seeking interns to join our team in Rochester, New York during the summer of 2023. Depending on interests and experience, the paid program will provide opportunities to gain experience either focused on one aspect or project in our company or to gain a broad range of experience available throughout the company. This a great opportunity to apply your knowledge while learning valuable skills to help you grow personally and professionally.

- » **Duration:** 10 weeks between June through August of 2023
- » **Compensation:** A stipend in the amount of \$5,000 for graduate students, \$4,500 for college students, or \$3,500 for high school students entering the 11th or 12th grade in the fall of 2023 presuming 20-30 hours of work per week.
- » **Qualifications:** Current students with an interest in or seeking a degree in community development, city planning, real estate development or finance, property management, and/or construction
- » **How to Apply:** Send letter of interest, including a description of the area(s) of work you are interested in pursuing at Home Leasing, and a resume to our Human Resource Department, [HR@homeleasing.net](mailto:HR@homeleasing.net), by April 30th, 2023.

More information about Home Leasing is available at [www.homeleasing.net](http://www.homeleasing.net).  
Home Leasing is an Equal Opportunity Employer.



# 2023 INTERNSHIP PROGRAM

Home Leasing is a full-service real estate company specializing in affordable housing development, construction and property management. A description of duties will be tailored to the interests of the intern to provide experience in one or more of the following areas:

» **Development:** We develop high-quality housing for families, seniors and people with special needs who might otherwise not have access to good, safe housing opportunities. We do this by establishing relationships with local jurisdictions, service providers and faith-based organizations in the communities surrounding each housing development. We work with neighbors and community groups to preserve landmarks and support community goals. Potential duties include supporting projects through the planning and development process by working collaboratively with the development team to: prepare and submit funding applications, work closely with planning/development agencies, build relationships with partners, participate and negotiate in design development, and complete documents needed from lenders, investors, and funders.

» **Construction:** Home Leasing Construction is a full-service construction company licensed to operate in New York, Pennsylvania, and Maryland. Our experience includes both multi-family and single-family residential construction as well as commercial construction. Services include new construction, adaptive reuse, historical preservation and renovations to existing residential and commercial properties. Potential duties include: supporting the overall project management and administration for construction projects, understanding the construction industry, job site safety requirements, planning and scheduling, day to day on-site supervision, building trades and sequence of work, relevant technology, reading plans and specifications, cost tracking and reporting, coordination with subcontractors, and communication/meetings with partners.

» **Property Management:** At Home Leasing, we are redefining property management by taking action to improve the lives of our residents. Our compassionate, highly credentialed management team works every day to take impeccable care of each property, maintain compliance with all funding programs, and go above and beyond to better serve our residents. Potential duties include assisting central office and on-site staff with the marketing, leasing, and oversight of maintenance, compliance and property management of our communities. Neighbors and other stakeholders within a community are engaged in the planning and design process of any new project.



# ABOUT HOME LEASING

**Our mission is to improve the lives of our residents and the communities in which we work while aspiring to do no harm and benefit all.**

**Beginning:** Home Leasing was founded in 1967 by twin brothers Nelson and Norman Leenhouts. For more than 25 years, Nelson and Norman grew Home Leasing into a substantial real estate business with a diversified portfolio of single family homes, apartments, and commercial properties.

**Growth:** After years of success, Nelson and Norman formed Home Properties, which became a public company in 1994 and listed on NYSE. During that time, the company's portfolio grew to over 50,000 apartments in 12 states, including 10,000 affordable units. From 1994 until 2005, Nelson and Norman served as joint CEOs of Home Properties.

**Transition:** In 2004, the brothers ended their service as co-CEOs of Home Properties and began to focus on their respective family owned businesses. In 2006, Home Leasing split the housing and commercial business lines, with Norman's family forming Broadstone Real Estate with all the commercial properties and Nelson's family retaining the Home Leasing name concentrating on multi-family housing development, construction and property management.

**Construction and Development:** In 2008 Home Leasing Construction LLC was established to coordinate and manage all construction services for Home Leasing projects as well as for third party construction. In 2015 Home Leasing grew to include an in-house development team.

**Today:** There are now three generations of the Leenhouts family at Home Leasing. The company employs over 200 people with its central office located in downtown Rochester, NY. The portfolio includes communities throughout NY, PA, and MD.

**Certified Benefit Corporation:** In Home Leasing's 50th year the company became a Certified Benefit Corporation ("B Corp"). Achieving this status is a demonstration of a very high standard met by the company and is fully aligned with the core values of Home Leasing and the Leenhouts Family. At the time of Home Leasing's certification only 2,255 B Corps in the world, with about half located in the U.S. and only 136 in New York State. Home Leasing is the first real estate development company and the first construction company certified in New York State.

**Future:** Home Leasing plans to remain a privately-owned family business for generations. In 2017 Bret Garwood joined Home Leasing as Chief Operating Officer and succeeded Nelson as CEO in March of 2019. Nelson will remain as Chairman Emeritus of the Board with Cathy Sperrick as Board Chair. Company growth and operations will continue to be guided by a Family Council of owners and an Executive Board who provides outside expertise.



# CERTIFIED B CORP

so, what does that mean?

**What?** Home Leasing and Home Leasing Construction (collectively “Home Leasing”) became Certified Benefit Corporations (“B Corps”) by the non-profit B Lab in 2017. B Corps are a new type of company that uses the power of business to solve social and environmental problems. B Corp certification is to business what Fair Trade certification is to coffee or USDA Organic certification is to milk.

**Why?** We are leaders of a global community of people using business as a force for good™ and meet the highest standards of verified performance, transparency, and accountability. Our vision is that one day all companies *compete not only to be the best in the world, but the Best for the World*® – best for workers, best for the communities, best for the environment – and as a result society enjoys a more shared and durable prosperity for all.

It has always been Home Leasing’s mission to improve the lives of our residents and with the communities in which we work. Through B Corp certification, we found a way to evaluate and document how our practices impact our employees, our community, the environment, and of course our residents. The certification process inspires us to continue to improve. With the B Corp certification, we are able to demonstrate that we adhere to our core values and mission and how success in business should be defined.

**Who?** At the time of our certification in the Fall of 2017, there were over 2,255 Certified B Corps around the globe, including Patagonia, Ben and Jerry’s Ice Cream, Cabot Creamery and Etsy. About half of the B Corp community is located in the U.S. and only 136 in New York State. There are only 11 construction companies/builders in the world certified, only 3 in the U.S. – Home Leasing Construction is the first in New York State. There are 19 Real Estate Development companies certified in the U.S – Home Leasing is the first in New York State.

See for yourself how the movement continues to grow at [www.bcorporation.net](http://www.bcorporation.net).



# How?

To attain certification, Home Leasing went through a rigorous evaluation, by B Lab, of our activities and policies in five categories: Governance, Workers, Community, Environment, and Customers. The following are a few of the many examples of Home Leasing's efforts that align with being a Certified Benefit Corporation:

**Sharing Success:** Home Leasing has established a CLHOE Award program, that provides annual awards to every employee regardless of position based on profit to create a sense of ownership and encourage employee retention.

**Being Charitable:**

» Our goal is to increase charitable giving to 10% of annual profit.

**Engaging the Community:**

- » Home Leasing partners with Habitat for Humanity to building new housing and rehab vacant "zombie" homes for affordable home ownership.
- » Neighbors and other stakeholders within a community are engaged in the planning and design process of any new project.
- » Home Leasing was instrumental in the establishment of Connected Communities, a new non-profit in Rochester that is seeking to implement the Purpose Built Communities model for a neighborhood.

**Stewarding the Environment:**

- » Charlotte Square, a 72-unit community in downtown Rochester, attained LEED Gold certification, a rare achievement for multifamily housing in the market.
- » Environmentally friendly practices – Home Leasing has made it a goal of our annual employee picnic to use only compostable or recyclable materials minimizing additions to the landfill; recycling programs have been instituted at each of our communities

**Maintaining Transparency:** Home Leasing openly shares information with all employees regarding financial results, succession planning and strategic long-term goals.



We are committed to building better communities by investing in our properties  
to improve the lives of our residents.

# CORE VALUES

Home Leasing is a family-owned company that supports a culture where every employee is a valued and contributing member of the team guided by these core values:

## **SERVANT LEADERSHIP**

Leaders first seek to be stewards accountable for the well-being of the organization by operating in service, rather than in control. Team members who directly serve the customer or construct communities are at the top of the organizational chart.

## **COMMITMENT TO COMMUNITY**

We believe every person has equal value and we respect every individual. We do not make decisions that benefit ourselves at the expense of those around us. We embrace diversity.

## **TRANSPARENCY**

Openness and honesty demonstrate our integrity. We foster a fiduciary relationship with every resident, employee, partner, vendor and neighbor.

## **GENEROSITY**

We engage in the communities where we work and are giving with our time and our knowledge. We support a culture of volunteerism and charitable giving.

## **SUSTAINABILITY**

We do what is best for our employees, best for our communities and best for the environment while ensuring the sustainability of our company. We support and encourage the personal and professional growth of our employees. We will maintain our status as a Certified B Corp.



# PROFESSIONAL SERVICES

## HOME LEASING CONSTRUCTION

Home Leasing Construction offers services to a wide range of developers, including for-profit and not-for-profit affordable housing developers and commercial real estate developers from new construction of multi-family residential to adaptive re-use of historic buildings, rehabilitation of existing projects to commercial projects and renovations. The Construction team delivers quality and diligent work during the pre-construction phase to ensure that constructability issues are identified and addressed. During the construction phase, Home Leasing Construction is thorough in every aspect of construction administration for the project from initiation through completion.

### SERVICES PROVIDED INCLUDE:

- Budget and Schedule Monitoring
- Bidding
- Subcontractor Hiring and Oversight
- Project Supervision
- Coordination with Owners and Design Team
- Bank Draw Preparation
- Coordination of Inspections
- Warranty Compilation
- Punch Out
- Final Compliance Issue

## DEVELOPMENT

- New Construction
- Adaptive Re-Use
- Historic Rehabilitation
- Preservation of Existing Properties
- Development Partnerships with Nonprofits:

- » Community Development
- » Senior Housing
- » Supportive Housing

## PROPERTY MANAGEMENT

- Property Management
- Resident Relations
- Property Maintenance
- Leasing Services
- Financial Administration
- Compliance Monitoring

