

Residential Property Management - Qualifying Real Estate Approval Form

			FOR TREC USE ONLY		
			Included	Not Included	Comments
Single Family Residential Leases	Suggested Length of Unit(min.)	On Page #			
<i>Leases; Fair Housing Act</i>					
Leasehold Estates	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Provisions of a Valid Lease/Lease Formats	40	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Qualifying a Tenant	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Negotiating the Terms	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Executing the Agreement	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	90				
 Commercial Leasing					
Different Protection Under the Law	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Market Analysis and Management	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Qualifying a Tenant	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Marketing Available Space	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Negotiating the Lease	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maintenance and Staffing	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Management, Administration and Accounting	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Types of Lease Payments	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Types of Commercial Properties (Office, Retail, Industrial)	30	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Specialized Training for Practice	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	140				
 Maintenance and Construction					
<i>Maintenance; Reports; Habitability laws</i>					
Policies and Procedures	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communicating Scheduled and Unscheduled Maintenance	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Property Manager and Maintenance Personnel	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Preventative Maintenance Management	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Managing Energy Efficiency	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Complying with ADA	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contracting for New Construction	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	120				
 Managing Safety and Risk					
<i>Maintenance; Operational guidelines; Habitability laws; Role of a property manager</i>					
Overview of Safety and Risk Management	30	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Insurance and Other Associated Costs	30	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Federal, State and Local Environmental Laws and Legislation	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hazardous Substances	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safety and Security Equipment	30	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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Managing Safety and Risk, cont'd

Maintenance; Operational guidelines; Habitability laws; Role of a property manager

Suggested Length of Unit(min.) On Page #

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Included	Not Included	Comments
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Accidents and Natural Disaster Planning	30	_____
Emergency Planning and Procedures	30	_____
Emergency Equipment and Technology	30	_____
Preventative Criminal Activity Policies and Procedures	15	_____
Open and Concealed Carry Requirements	15	_____
SUBTOTAL	250	

TOTAL MINUTES 1500