

Texas Real Estate Commission P.O. Box 12188, Austin, TX 78711-2188 512-936-3000

QUALIFYING REAL ESTATE COURSE APPROVAL FORM RESIDENTIAL PROPERTY MANAGEMENT (30 hour course)

Provider Name					
Title of Course					
Name of Text or Workbook and Author					
Length of Course 30 hours			FOR TREC USE ONLY		
Overview of Property Management	Suggested Length of Unit(min.)	On Page #	Included	Not Included	Comments
Role of a property manager	,	Off Tage #			
Introduction to the Property Management Profession	20				
Growth of Professionalism in Property Managment	20				
What is and is not Regulated by TREC	20				
Texas A&M Landlord Tenant Guide	20				
Role and Responsibilities of the Property Manager	20				
SUBTOTAL	100				
Federal, State and Local Laws Role of a property manager; Landlord policies; Leases; Tenant relations; Reports; Habitability laws; Fair Housing Act					
Texas Property Code Chapter 91, 92, 93	60				
Antitrust Laws	10				
Fair Housing Laws (FHA)	15				
Americans with Disabilities Act (ADA)	15				
Equal Credit Opportunity Act (ECOA)	10				
Fair Credit Reporting Act (FCRA)	10				
Megan's Law	10				
Sexual Harassment/Domestic Violence	10				
Lead-Based Paint Hazard Reduction Act (LBPHRA)	10				
Uniform Residential Landlord and Tenant Act (URLTA)	10				
TREC Advertising Rules and Laws	20				
Uniform Electronic Transmission Act (UETA)/SPAM	10				
Servicemembers Civil Relief Act (SCRA)	10				
SUBTOTAL	200				
Management Operations Operational guidelines; Leases; Maintenance; Reports					
Forming a Management Office	20				
Developing a Management Plan	20		<u> </u>		

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FOR TREC USE ONLY Suggested Not Length of Included Included Comments Management Operations, cont'd Unit(min.) On Page # Operational guidelines; Leases; Maintenance; Reports Developing and Maintaining Policies and Procedures 30 for Property Managers Maintenance of Lease Files 20 Maintenance of Rent Roll 20 Trust Accounts and TREC Rules 30 **Budget and Management Fees** 20 Financial and Operational Reports (Software) 30 Tax Reports 20 **Duties to Client** 20 Understanding the Client's Objectives and Goals 20 The Management Contract and Expectations 20 **SUBTOTAL** 270 **Marketing and Analysis** Role of a property manager; Landlord policies; Leases; Lease negotiations; Tenant Relations; Fair Housing Act Marketing and Advertising Rules 20 Marketing Methods and Strategies 20 **Determining Profitability** 20 Single Family Residential 20 Apartments (No Jurisdiction) 10 Cooperatives 10 Condominiums 15 Planned Unit Developments (PUDs) 15 Subsidized Housing (Section 8) 20 Manufactured Homes and Parks 10 Senior Housing 10 **SUBTOTAL** 170 **Tenant Relations** Landlord policies; Tenant Relations; Maintenance; Fair Housing Act; Habitability laws **Establishing Landlord-Tenant Communications** 20 **Managing Tenant Relations** 30 Rent Collection and Late Payments 30 Lease Renewals 20 Changes to Rental Terms and Rates 20 Termination of Tenancy and Legal Procedures 30 Alternatives to Litigation 10 **SUBTOTAL** 160

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

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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 #	Included	Not Included	Comments	
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					
SUBTO	TAL 250					

TOTAL MINUTES 1500

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