



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

Overview of Property Management

Role of a property manager

Introduction to the Property Management Profession	20	_____
Growth of Professionalism in Property Management	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	_____

FOR TREC USE ONLY			
	Included	Not Included	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Residential Property Management - Qualifying Real Estate Approval Form

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

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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