



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	15	_____
Americans with Disabilities Act (ADA)	15	_____
Equal Credit Opportunity Act	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	10	_____
TREC Advertising Rules and Laws	20	_____
Uniform Electronic Transmission Act/SPAM	10	_____
Service Member Civil Relief Act	10	_____

SUBTOTAL 200

Management Operations

Operational guidelines; Leases; Maintenance; Reports

Forming a Management Office	20	_____
Developing a Management Plan	20	_____

FOR TREC USE ONLY		
Suggested Length of Unit(min.)	On Page #	FOR TREC USE ONLY
		Included Not Included Comments
20	_____	<input type="checkbox"/> <input type="checkbox"/> _____
20	_____	<input type="checkbox"/> <input type="checkbox"/> _____
20	_____	<input type="checkbox"/> <input type="checkbox"/> _____
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SUBTOTAL 100		
60	_____	<input type="checkbox"/> <input type="checkbox"/> _____
10	_____	<input type="checkbox"/> <input type="checkbox"/> _____
15	_____	<input type="checkbox"/> <input type="checkbox"/> _____
15	_____	<input type="checkbox"/> <input type="checkbox"/> _____
10	_____	<input type="checkbox"/> <input type="checkbox"/> _____
10	_____	<input type="checkbox"/> <input type="checkbox"/> _____
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SUBTOTAL 200		
20	_____	<input type="checkbox"/> <input type="checkbox"/> _____
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Management Operations, cont'd

Operational guidelines; Leases; Maintenance; Reports

Suggested Length of Unit(min.) On Page #

Included Not Included Comments

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

Role of a property manager; Landlord policies; Leases; Lease negotiations; Tenant Relations; Fair Housing Act

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

Landlord policies; Tenant Relations; Maintenance; Fair Housing Act; Habitability laws

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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			FOR TREC USE ONLY		
	Suggested Length of Unit(min.)	On Page #	Included	Not Included	Comments
Single Family Residential Leases <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

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<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

DRAFT