

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

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

Title of Course					
Name of Text or Workbook and Author					
Length of Course 30 hours	Suggested Length of Unit(min.)			FOR TE	Comments
Professional Property Management		On Page #	included	included	
Role of a Property Manager					
Development of the Property Management Profession	10				
Role of the Property Manager (responsibility, laws to be followed)	50				
Importance of the Property Codes	20			Ш	
Growth of Professionalism in Property Management	20				
Classification of and Specialized Opportunities in Real Property	20				
SUBTOTAL	120				
The General Business Economy The Real Estate Economy Introduction to The Management Plan Market Analysis	20 20 10 20				
Property Analysis	20				
Property Analysis SUBTOTAL					

	Property Management - Qualifying Real Estate Approval Forn	
Management Operations Operational guidelines; Leases; Maintenance; Reports	Suggested Length of Unit(min.) On Page	
Establishing the Management Office	10	_ □ □ □
Staffing the Management Office/Working with Staff	10	_ □ □ □
Policy and Procedures	10	_ 📮 🔲
Trust Accounts	20	_
Budgeting and Management Fees	20	_
Financial Reports and Software	20	_
Reports for Tax Purposes	10	_ 📮 📮
Operating Reports	30	_ □ □ □
SUBTO	ΓAL 130	
Owner Relations Leases; Reports; Landlord Policies		
Nature of the Relationship	20	_
Analysis of the Owner's Objectives	20	_
The Management Contract	30	_
Change of Management Procedures	15	-
Determining Property Profitability	20	_
Continuing Owner-Manager Relations	15	_
SUBTO	TAL 120	
Market Analysis and Management of Housing Role of a property manager; Landlord policies; Leases; Lease negotiations; Tenant relations; Fair Housing Act		
Single Family Residential 1-4		_ 🗆 🗀
Single raining Residential 1-4	20	
Apartments	20 10	_
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Apartments	10	
Apartments Cooperatives	10	
Apartments Cooperatives Condominium Projects	10 10 15	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's)	10 10 15 10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing	10 10 15 10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks	10 10 15 10 10 10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly SUBTO	10 10 15 10 10 10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly	10 10 15 10 10 10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly SUBTO Leases Leases; Fair Housing Act	10 10 15 10 10 10 10 110 110 110	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly SUBTO Leases Leases; Fair Housing Act Leasehold Estates	10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly SUBTO Leases Leases; Fair Housing Act Leasehold Estates Provisions of a Valid Lease	10 10 15 10 10 10 10 10 110 0TAL 95	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly SUBTO Leases Leases; Fair Housing Act Leasehold Estates Provisions of a Valid Lease Types of Leases/Lease Formats	10	
Apartments Cooperatives Condominium Projects Planned Unit Developments (PUD's) Subsidized Housing Manufactured Home Parks Housing for the Elderly SUBTO Leases Leases; Fair Housing Act Leasehold Estates Provisions of a Valid Lease Types of Leases/Lease Formats Qualifying a Tenant	10	

eal Estate Property Management - Qualifying Real Es	tate Appr	oval Form	FOR TREC USE ONLY		
<u>Tenant Relations</u> Landlord policies; Tenant relations; Maintenance; Fair Housing Act; Habitability laws	Suggested Length of Unit (min.)	On Page #	_	Not included	Comments
Establishing Landlord-Tenant Communications	20			Ш _	_
Managing Tenant Relations	10			Ш –	
Rent Collection and Late Payments	10			Ш _	
Lease Renewals	15			Ш_	_
Changes in Rental Rates	10			Ц _	_
Termination of Tenancy	20				
Legal Procedures for Termination of Tenancy	20				
Alternatives to Litigation	10				
SUBTOTAL	L 115				
Federal, State and Local Laws Role of a property manager; Landlord policies; Leases; Tenant relations; Reports; Habitability laws; Fair Housing Act			_	_	
Antitrust Laws	10				
Fair Housing Laws	10				
Americans with Disabilities Act (ADA)	30			<u> </u>	
Equal Credit Opportunity Act	10			<u> </u>	
Fair Credit Reporting Act (FCRA)	10				
Megan's Law	10				
Sexual Harrassment/Domestic Violence	10				
Lead-Based Paint Hazard Reduction Act (LBPHRA)	10			<u> </u>	
Uniform Residential Landlord and Tenant Act	10				
TREC Advertising Rules and Laws	10				_
Chapter 91, 92 and 93 Texas Property Code	60				
TREC Laws and Rules on Trust Accounts	30				
Uniform Electronic Transmissions Act/SPAM	10				
Service Member Civil Relief Act	10				
SUBTOTA	L 230				
Maintenance and Construction Maintenance; Reports; Habitability laws				_	
Maintenance Procedures	20				
Managing Energy Efficiency	10				
The Property Manager and Maintenance Personnel	20				
Preventative Maintenance Management	20				
Contracting for New Construction	10				
Complying with the Americans with Disabilities Act	10				
SUBTOTA	L 90				

Real Estate Property Management - Qualifying Real Es	state Property Management - Qualifying Real Estate Approval Forn			FOR TREC USE ONLY				
Commercial Property Management	Suggested Length of Unit (min.)	On Page #	included	Not included	Comments			
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			Ш -				
Types of Lease Payments	20							
Types of Commercial Properties			_	_				
Offices	20							
Retail	20							
Industrial	20							
SUBTOTAL	L 150							
Risk and Environmental Issues Habitability laws; Operational guidelines; Role of a Property Manager								
Risk Management	20							
Insurance	20							
Cost of Risk Management	20							
Federal, State and Local Environmental Legislation	30							
Common Hazardous Substances	10							
Managing Hazard Control	10							
SUBTOTA	L 110							
Safety and Security Issues for Property Managers and Staff Operational guidelines; Maintenance								
Safety and Security Equipment	15							
Emergency Equipment and Technology	20							
Emergency Procedures	20							
Preventative Criminal Activity Procedures	15							
Open and Concealed Carry Requirements and Signage	20							
SUBTOTA	L 90							

TOTAL MINUTES 1500