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# Real Estate Property Management - Qualifying Real Estate Approval Form

FOR TREC USE ONLY

## Commercial Property Management

Suggested  
Length of  
Unit (min.)

On Page #

included Not  
included included Comments

Different Protection Under the Law

10

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Market Analysis and Management

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Qualifying a Tenant

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Marketing Available Space

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Negotiating the Lease

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Maintenance and Staffing

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Management, Administration and Accounting

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Types of Lease Payments

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Types of Commercial Properties

Offices

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Retail

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Industrial

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**SUBTOTAL**

**150**

## Risk and Environmental Issues

*Habitability laws; Operational guidelines; Role of a Property Manager*

Risk Management

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Insurance

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Cost of Risk Management

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Federal, State and Local Environmental Legislation

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Common Hazardous Substances

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Managing Hazard Control

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**SUBTOTAL**

**110**

## Safety and Security Issues for Property Managers and Staff

*Operational guidelines; Maintenance*

Safety and Security Equipment

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Emergency Equipment and Technology

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Emergency Procedures

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Preventative Criminal Activity Procedures

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Open and Concealed Carry Requirements and Signage

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**SUBTOTAL**

**90**

**TOTAL MINUTES**

**1500**