



The Landlord Academy™

Certified Property Management Executive™ (CPME®)

This course is designed to teach you how to manage property for your clients. After completing this course you will be able to efficiently manage the relationship between you and your clients who own rental property. This course is appropriate for someone who manages property for others, or has 1-2 staff members. It is recommended you and your staff first attend the Certified Property Management Specialist™ Training course, as this course presumes you have a basic knowledge of property management and Florida Statute 83. (Hint, if you cannot name the 7 protected classes under the Fair Housing Act right now, from memory, you should first take the Certified Property Management Specialist™ Course!)

Length: 8 hours

Registration: \$275 (Includes CD-ROM of forms mentioned below.)

Course Outline

1. Handling Security Deposit Accounts
2. What to Look for in Property Management Software
3. Working With Contractors
4. Working with Vendors and Maintenance Men
5. Office Setup Recommendations
6. Owner Approval System
 - a. Setting up a system to outline what you as the property manager has authority to do and what you must get permission from the owner to do
 - b. Approval forms for most common issues
7. Discretionary Costs
 - a. Setting up a system for what repairs and costs you are allowed to authorize and what requires owner approval
8. Applicant Screening Procedures
9. Reserves for Replacements
10. Reports:
 - a. What reports you will need to provide the owner on a regular basis
11. Review of necessary requirements for contract between you and the owner
 - a. Sample contract
12. Discussion of what to charge for your property management services
 - a. How to be profitable

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