



# THE LANDLORD ACADEMY™

## Certified Property Management Specialist™ (CPMS®)

This course is designed to teach you the day-to-day operations necessary to profitably manage rental property. After completing this course you will be able to efficiently manage rental properties and handle most common tenant issues professionally. This course complies with Florida Landlord-Tenant Statute 83 and the federal Fair Housing Act.

Length: 8 hours

Approved for 8 hours CEU by FREC

Registration: \$275, plus required purchase of Operations Manual (\$249, plus tax)

*\*The Landlording 101™ Operations Manual is a required purchase as you must have a property system to operate from to be a CPMS® to maintain the quality standards of this designation.*

### Course Outline

1. Investing Philosophies
  - a. Due Diligence Process
  - b. Demographics & Psychographics
  - c. What to Charge for Rent
2. Marketing Your Rental
  - a. Market Surveys for Competitive Marketing
  - b. Application of Demographics & Psychographics
  - c. Handling Inquiries
3. Showing Your Unit
  - a. Make your unit more attractive
  - b. Showing Techniques
4. Applicant Screening
5. Move-In Meeting
  - a. "Must Have" Procedures for Your Move In Meeting
  - b. Setting Up Your File
6. Your First Line of Defense
  - a. The Application
  - b. The Lease—Importance of the Lease—What a Well-Written Lease looks like
7. Fair Credit Reporting Act
8. Fair Housing Law

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(813)732-1902

9. Basic Legal Notices and Forms  
(When to use them, how to complete them, and how to deliver them)
  - a. Disturbance Notice
  - b. Seven Day Notice to Cure
  - c. Seven Day Notice to Vacate
  - d. Three Day Notice
  - e. And more
10. Maintenance
  - a. How to handle work orders
  - b. Who pays for what – Reasonable Damage
  - c. Preventative maintenance
11. End of Lease Term
  - a. When to renew and when to not renew
  - b. Complying with Property Statutory Timelines
  - c. Issuing Proper Notices
  - d. Art of the Rental Increase
  - e. Move Out Procedures
  - f. Security Deposit (What to keep, what to return)
  - g. Notice to Impose Claim on Security Deposit
12. Eviction Procedures
13. File Organization
14. Safety Precautions
  - a. For the landlord
  - b. How to Deter the Criminal Element on Your Property