



The Landlord Academy™

Certified Property Management Director™ (CPMD®)

This course is designed to teach you how to manage a property management team. After completing this course you will be able to efficiently manage your staff. This course is appropriate for someone who has a property management company with 2 or more staff members. It is recommended you and your staff first attend the Certified Property Management Specialist™ Training Course and the Certified Property Management Director™ Training Course, as this course presumes you have a basic knowledge of property management, Florida Statute 83 and knowledge of how to run your company. (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

Course Outline

1. Staffing needs:
 - a. How many staff members do you need?
2. The Roles of a Property Management Team
 - a. Common positions
 - b. Qualifications needed
 - c. Salary ranges
 - d. What you should and can expect from your team
3. How to Deal with Employees
 - a. Employee Training
4. Preparing a Budget for Properties
5. Maximizing Cash Flow on each Property
6. Reviewing Maintenance Work Orders to Determine Reserves for Replacement
7. Marketing Strategies
8. Deciding when to offer rental concessions
9. Deciding when to offer amenities

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