

Package #603 Landlords, Tenants and Property Management

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CalBRE Sponsor No. 0473 | Correspondence/Internet Course

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General Information

Course Titles, Descriptions, Hours and CalBRE Category

Landlords, Tenants, and Property Management (27 hours of Consumer Protection): Studying this course will dramatically increase competency in handling the legal aspects of both residential and nonresidential landlord-tenant relationships. Best of all, the long-term and recession-proof occupation of income property management and leasing is a consistent money maker. **Exam:** 2 45-question exams, 45 minutes allowed per exam.

Office Management (3 hours of Management and Supervision): A collection of various brokerage topics concerning how real estate brokers are to establish policies, rules and procedures for managing their offices, including oversight of licensees, branch offices, supervisors, transactions, documents, recordkeeping and trust funds. **Exam:** 1 15-question exam, 15 minutes allowed.

Agency (3 hours of Agency): Agency and representation are synonymous in real estate transactions. A broker, by accepting employment from a client, undertakes the task of aggressively using "due diligence" to represent the client — to meet the client's purpose for retaining the broker. **Exam:** 1 15-question exam, 15 minutes allowed.

Fair Housing (3 hours of Fair Housing): Fair Housing focuses on the federal and state housing laws which relate to the sale and rental of property, such as prohibitions against redlining, discriminatory advertisement, refusing to show properties and blockbusting. **Exam:** 1 15-question exam, 15 minutes allowed.

Trust Funds (3 hours of Trust Fund Handling): Funds belonging to others, which a broker handles in the course of his business, are called trust funds. Trust funds must never be treated casually. **Exam:** 1 15-question exam, 15 minutes allowed.

Ethics (3 hours of Ethics): The public, through the oversight of the California Bureau of Real Estate (CalBRE), is assured real estate licensees will be honest, truthful and of good reputation — in a word, ethical. **Exam:** 1 15-question exam, 15 minutes allowed.

Risk Management (3 hours of Risk Management): Recognize, handle and effectively resolve the risk of liability inherent in the practice of real estate related activities. The correct use of forms to make disclosures and present analyses is crucial in order to avoid the errors and omissions which place liability on the broker and his agents. **Exam:** 1 15-question exam, 15 minutes allowed.

Exam Information

All exams are multiple choice. You have 2 attempts at each exam. The minimum passing score is 70% per exam.

Before testing begins, the student is required to present a government-issued, picture ID. Students shall present one of the following forms of identification below the administration of the final examination: a current California drivers' license; a current identification card described in Section 13000 of the California Vehicle Code; or any identification of the student issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the student.

Textbooks Used

Landlords, Tenants, and Property Management, Eighth Edition © 2014 by **first tuesday** - 454 pages

Office Management and Supervision, First Edition © 2015 by **Realty Publications, Inc.** - 80 pages

Agency, Fair Housing, Trust Funds, Ethics and Risk Management, Sixth Edition © 2013 by **first tuesday** - 241 pages

Regular Package Price

Multi-media Enrollment	\$79.50 (includes shipping and handling)
e-book Enrollment	\$69.50

Refund Statement

first tuesday courses come with a 100% moneyback guarantee. The refund request must be made during the one-year enrollment period, and before any exams are taken. If you want to substitute courses, we will send you a different course of your choice for a \$17.50 substitution fee.

Course and instructor evaluation and CalBRE disclaimer

A course and instructor evaluation is available on CalBRE's website, bre.ca.gov. Access this form by typing "RE 318A" in the search box in the upper right corner of CalBRE's website. These courses are approved for continuing education by CalBRE. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors or lecturers.