firsttuesday

DRE Sponsor No. 0473 | Correspondence/Internet Course

Package #650 Landlords, Tenants and Property Management

General Information

Course Titles, Descriptions, Hours and DRE Category

Landlords, Tenants, and Property Management Pt I (10 hours of Consumer Protection): Studying this course will dramatically increase competency in handling the legal aspects of both residential and commercial landlord-tenant relationships. Best of all, the long-term and recession-proof occupation of income property management and leasing is a consistent money maker. Part I covers ownership and possession concepts, representation agreements and property management practices. **Exam:** 1 45-question exam, 45 minutes allowed.

Landlords, Tenants, and Property Management Pt II (15 hours of Consumer Protection): Part II covers enforcing rents and forfeiting tenancies, the landlord's and tenant's obligation to properly maintain the property, the operative provisions in commercial and residential lease agreements, and the Tenant Protection Act (TPA). **Exam:** 1 45-question exam, 45 minutes allowed.

Implicit Bias: Video™ (2 hours of Implicit Bias): Implicit Bias was created to enhance the reader's understanding of implicit and explicit bias, and prepare California real estate professionals to identify and counteract elements of systemic racism, conscious and unconscious, in real estate transactions. **Exam**: 1 10-question exam, 10 minutes allowed.

Office Management and Supervision: Video™ (3 hours of Management and Supervision): A critical analysis of how real estate brokers are to establish policies, rules and procedures for managing their offices and limit their exposure to risk. Also covered is the tracking of agent activities, records, funds and reports, as well as the appointment and supervision of an office manager, and implementing a successful marketing strategy. **Exam:** 1 15-question exam, 15 minutes allowed.

Agency: Video™ (3 hours of Agency): Agency and representation are synonymous in real estate transactions. Learn how 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: Video™ (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.

Fair Housing includes **Access for All: A Fair Housing Game™** where students experience a variety of interactive scenarios from the role of a real estate licensee and a principal. Access for All: A Fair Housing Game™ illustrates how fair housing, discrimination and implicit bias plays out in actual practice, so real estate professionals can recognize it and take the appropriate actions to ensue California's real estate market remains fair and equitable. **Exam:** 1 15-question exam, 15 minutes allowed.

Trust Funds: Video™ (3 hours of Trust Fund Handling): Trust Funds covers the management and accounting of trust funds belonging to others which a broker handles in the course of their business. **Exam:** 1 15-question exam, 15 minutes allowed.

Ethics: Video™ (3 hours of Ethics): A review of the procedures for maintaining professional standards in all real estate transactions to ensure truthful and reputable conduct by real estate licensees. Topics include how to disclose a conflict of interest, the proper handling of a counteroffer form, property disclosures, the accurate representation of mortgage terms and prohibited practices, such as use of kickbacks, price fixing and restricted MLS access. **Exam:** 1 15-question exam, 15 minutes allowed.

Risk Management: Video™ (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 to avoid the errors and omissions which place liability on the broker and their agents. **Exam:** 1 15-question exam, 15 minutes allowed.

All courses need to be completed within one year from the date of enrollment.

Exam Information

All exams are multiple choice. You have 2 attempts at each exam. On the second attempt, the exam contains different questions. Exams are multiple choice and open book. All questions are displayed at once. The passing score is 70%. **You may only test on 15 hours of continuing education per 24-hour period.** The maximum time allowed per exam is equal to **1 minute per question.**

Under DRE Regulations, the minimum number of questions that may appear on a final examination is:

1 credit hour = 5	9-11 credit hours = 25	24-27 credit hours = 60	40 credit hours and over = 100 questions
2 credit hours = 10	12-14 credit hours = 30	28-31 credit hours = 70	
3-5 credit hours = 15	15-18 credit hours = 40	32-35 credit hours = 80	
6-8 credit hours = 20	19-23 credit hours = 50	36-39 credit hours = 90	

If you fail both attempts at the final exam, you will not receive credit for the course but will be **automatically re-enrolled** at no cost within your one-year enrollment period. You must retake the course and pass the final exam with a score of 70% or better to receive credit. You cannot access additional segments of the course which exceed 15 credit hours until 24-hours have passed from completion of a final exam.

Questions on the final exam duplicate no more than 10% of the questions on the quizzes.

Materials Used

Landlords, Tenants, and Property Management Pt I, Eleventh Edition © 2026 by **Realty Publications, Inc.** - 324 pages

Landlords, Tenants, and Property Management Pt II, Eleventh Edition © 2026 by **Realty Publications, Inc.** - 367 pages

Landlords, Tenants, and Property Management: Supplemental Video Library © 2026 by **Realty Publications, Inc.** - 38 videos

Implicit Bias: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 11 videos
Office Management and Supervision: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 12 videos
Agency: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 22 videos
Fair Housing: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 20 videos
Trust Funds: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 11 videos
Ethics: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 11 videos
Risk Management: Video™ Video Library, First Edition © 2023 by **Realty Publications, Inc.** - 18 videos

Implicit Bias: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 51 pages
Office Management and Supervision: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 64 pages
Agency: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 61 pages
Fair Housing: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 52 pages
Trust Funds: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 41 pages
Ethics: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 39 pages
Risk Management: Video™ e-book, First Edition © 2023 by **Realty Publications, Inc.** - 66 pages

Access for All: A Fair Housing Game™ © 2022 by **Realty Publications, Inc.**

Regular Package Price

Online reading with Video-Enhanced Reading $104.50

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PO Box 5707, Riverside CA 92517 | www.firsttuesday.us | Phone 951.781.7300

Refund Statement

firsttuesday 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 switch you to a different course of the same format for a **$15** substitution fee.

Correspondence Course Identification Statement

Students are to present one of the following forms of identification immediately before the administration of the final examination:

A. A current California driver's license.

B. A current identification card described in Section 13000 of the California Vehicle Code

C. 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.

Course and instructor evaluation and DRE disclaimer

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

Course Provider Complaint Statement

A course provider complaint form is available on the California Department of Real Estate (DRE) website at www.dre.ca.gov. Access this form by typing in "RE 340" in the search box located in the upper right corner of the home page. An informational form regarding course provider complaints, "RE 340A" is also available.