



Real Estate Proprietary School

Earn 7 HRS OF CE ---- 2 DAYS SEMINAR!!!

Everything You Need to Know About Property Management

(Virginia Residential Landlord Tenant Act "VRLTA")!!!!

Instructor Merlyn Banks, Principal Broker, CPM, GRI, shares the Standards of Practice in accordance with the Virginia Residential Landlord Tenant Act "VRLTA". This includes the appropriate guidelines for the application process effective lease writing etc. Review of the must have forms for property management; this will enhance learners the knowledge in this unique part of the real estate business!

The primary mission is to support the professional and ethical practices of the Property Management and Rental industry through education. Learners will know first-hand the unique challenges of leasing and managing single-family and small residential properties. Learn the day-to-day practices and operations, and how to effectively enter and manage this exciting field.

Classes given on a monthly basis from 8:30-5pm

Please reserved your seat, by

Contacting Merlyn Banks at 571-436-0445 or Email:

merlyn.banks@bankspropertymanagement.com;

All payments must be made in advance in order to reserve a seat;

*All Refunds will give in the event BANKS Proprietary Real Estate School cancels the class or if the registrant withdraws from the class by contacting BPM during business hours, at least (5) business day prior to the class date. All Cancellations will have a \$25 processing fee. *Students missing more than 10 minutes of class can NOT be given CE credits.*

Registration Class Fee: = \$125

Name: _____

Company: _____

Phone: _____

Email Address: _____

Payment by check # _____ Total:

\$ _____

Signature _____

1. Introductions to Property Management –What is prop. Mgt?
2. Property Manager's Duty to Owner" "The VRLTA Way"?
3. Creating a Property Management Service Proposal
4. The Property Management Agreement
5. Tips for Effective Marketing of Properties
6. Property Manager's Duty to Tenant
7. How To Choose The Right Tenant
8. Effective Tenant Screening / Selection
9. The Rental Application Process
10. The Deed of Lease-VRLTA
11. Tenant Move in & Move Out Process
12. Mold/Carbon Monoxide & Smoke Detector Inspection
13. Creating the Tenant Rules and Regulations/Tenant Handbook
14. Notice & The Security Deposit Disposition
15. "Review" FORMS (Property Management Agreement, Lease Application, Lease, Damage Addendum, Pet Addendum, Lead Base Paint, Move in/Out Inspection Report)

CE - Approved Hours 7 hours

4 hours Real Estate Contracts;

3 hours RE Related

