

PROPERTY MANAGEMENT PERMIT COURSE OUTLINE

- 1. Contracts (Management and Rental Agreements)**
 - a. Essential Elements of Property Management Agreements
 - b. Residential Rental Applications/Tenant Screening/FCRA
 - c. Residential Leases of Real Property

- I. Types of Residential Leases**

- II. Mandatory Residential Rental Agreement Provisions (NRS118A)**
 - iii. Lease clauses
 - d. Breaches and Remedies; Eviction

- 2. Recordkeeping, Accounting and Trust Account Management**
 - a. Requirements for Trust Accounts
 - b. Separate Account Required for Security Deposits
 - c. Record-keeping Requirements
 - d. Reporting Requirements
 - e. Handling of Trust Funds
 - f. Commingling/Conversion
 - g. Basic Accounting

- 3. Nevada Laws Relating to Property Management**
 - a. Property Manager Permit
 - I. Requirements
 - II. Renewal and Required Continuing Education
 - III. Who Must Have Permit
 - b. Authority/Responsibilities of Property Managers
 - c. Non-broker Licensee's Compensation

- 4. Mandatory Disclosures**
 - a. Disclosure of Agency Relationships
 - b. Disclosure of Material Facts
 - c. Disclosure of Environmental Factors
 - d. Disclosure and Stigmatized Properties

5. Fair Housing

- a. Protected classes; Distinctions between NV and Federal Fair Housing Laws
- b. Americans with Disabilities Act; Accommodation/Modification
- c. Americans with Disabilities Act; Design and Construction Requirements
- d. Advertising Rules Relating to Fair Housing

6. Landlord-Tenant Law

- a. Tenant Obligations and Rights
- b. Landlord Obligations and Rights
- c. Definition of "Habitable"/"Essential Services"
- d. Security Deposits; Cleaning Fees

7. Broker 's Fiduciary duties and Agency Relationships

- a. Accountability
- b. Client's best interest

8. Risk Management

- a. Maintenance
- b. Tenant Health and Safety
- c. Insurance
- d. Fair Debt Collection Practices

9. Principles of Commercial Property Management

- a. Types of Commercial Leases; Trade Fixtures
- b. Abstracting Leases and Enforcement of Lease Terms
- c. Budgeting/Operating Budgets/Forecasting/Reserves
- d. Elements of Net Operating Income (NOI)
- e. Tenant Improvements; Notice of Non-Responsibility
- f. Pass throughs
- g. Escalation Clauses