PROPERTY MANAGEMENT BLOCK **COURSE** January - June 2017

3 day Property Management BLOCK course

A highly valuable course for property managers, both new and currently working in the profession, the PROPERTY MANAGEMENT BLOCK course provides students the practical skills to be highly successful property managers and encompasses the critical aspects of property management including listings, documentation, tenant selection and understanding of fees and charges.

The PROPERTY MANAGEMENT BLOCK course can be studied on its own or in conjunction with REIQ's other block courses, REGISTRATION, SALES, FINANCE and TECHNOLOGY AND MARKETING which together contain the 19 competencies needed to obtain the Full real estate licence.

Students completing property management block course will gain four credits towards a full real estate agent's licence qualification.

REIQ
REAL ESTATE INSTITUTE
QUEENSLAND

CPD
50 POINTS

Study options

$650 REIQ members
$750 non-members

Daytime Classes (3 day)
or
Online

CPPDSM4011A List property for lease

- Property listings
- Effective interpersonal communication
- The property rental market
- Listing documentation

CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work

- Property management legislation
- Tenancy database listings
- Tenancy agreements and leases
- Managing risk for property management
- Listing and marketing properties for lease
- Tenancy selection process
- Rent and commission
- Record keeping

CPPDSM4016A Monitor and manage lease or tenancy agreement

- The property management cycle
- Service of RTA notices
- Routine property inspections
- Maintaining property renewal
- Rent management
- Termination of tenancy agreements
- Retail shop leases

CPPDSM4046A Manage tenancy disputes

- Dispute resolution strategies
- Communication techniques
- Documenting the process

All units of competency from
CPP40307 Certificate IV in Property Services
(Real Estate)

National Provider Code No. 5420

The three day PROPERTY MANAGEMENT BLOCK course can be studied in class or you may prefer to study the four competencies online. Enrolment forms are available on our website | www.reiq.com or phone us on (07) 3249 7347 for more information.

Students studying in class will be issued with hard copy manuals when they attend each competency. Both contact class and online students complete their assessments online. If you prefer printed assessments an additional $50 fee applies. Online students have the option of receiving their manuals in hard copy for an additional $50.

Additionally, REIQ offers a wide range of ongoing specialist and tailored training sessions and conferences for property manager professionals. Visit our website at reiq.com for further information on upcoming events and for course calendars.

The REIQ Student handbook containing information on REIQ's policies, procedures and fees is available at reiq.com

COMPREHENSIVE 3 DAY CLASS DATES:

BRISBANE	16 - 18 January	13 - 15 March	8 -10 May
GOLD COAST	13 - 15 February	3 - 5 April	7 - 9 June
SUNSHINE COAST	6 - 8 March		
TOOWOOMBA	29 - 31 May		

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