



Florida Property Management Syllabus

Course Hours: 5

Instructional Mode

Distance Education

Textbooks / Learning Resources

Florida Property Management, online text

Course Description

Apartment buildings, office complexes, and retail centers do not manage themselves. Therefore, property owners hire managers to maintain and improve these and many other types of properties. Property owners seek out management services when they are personally unwilling or unable to assume the responsibilities themselves. The property manager, who also has the responsibility of leasing the managed property, acts as a liaison between the tenants and the property owner.

This course presents an overview of a property management company and the types of the types of properties it might manage. Typically, the purpose of the property management company is to generate income for the clients and increase/preserve the value of the managed property. Therefore, the property manager makes sure that the property is adequately insured and maintained and that the tenants selected will pay their rent on time.

When dealing with residential tenants, property managers must follow the Florida Residential Landlord and Tenant Act and federal and state fair housing laws. Since the property manager acts as an agent of the property owner, all aspects of working with tenants—from leasing to eviction (if necessary)—must be done according to the law in order to protect the owner.

Grading/Evaluation Policy

Performance is measured by successful completion of online lesson exercises, quizzes, and examinations. To successfully complete this course, students must complete: 5 chapters including all reading and exercises, and successfully pass 5 chapter quizzes and a Final Exam. A minimum passing score of 70% or better is required on all assignments. Assignments with scores below 70% must be retaken until the score meets or exceeds 70%. If you do not pass the final exam, you are allowed to retake it.

Course Outline and Grading Criteria

Chapter Title	Hours	Assignment Title	Points Possible	Required to Pass
1: Property Management Overview	0.75	Chapter Quiz	5	4
2: Management Assignments	0.75	Chapter Quiz	5	4
3: Managing the Property	1.00	Chapter Quiz	5	4
4: Landlord-Tenant Laws	1.25	Chapter Quiz	5	4
5: Leasing and Evicting Tenants	1.00	Chapter Quiz	5	4
Final Exam	0.25	Multiple-Choice	10	7
Total	5.00		35	27

Contact Information

Help Ticket: www.alliedschools.com/support.shtml

Instructional Support Toll Free: 888-751-2303

Student Services Toll Free: 888-925-4282

International: 949-707-5044

Fax: 800-898-9188

Hours: Monday - Friday, 7:00 a.m. to 6:00 p.m. PST



Florida Property Management **Syllabus**

Course Objectives

After completing this course, you will be able to:

1. Specify reasons for property management.
2. Identify the types of management companies, their licensing requirements, and sources of income.
3. Recall the property manager's responsibilities.
4. Recognize the types of properties that frequently are managed.
5. Recognize the requirements for managing HOAs/COAs.
6. Identify asset management and clarify the responsibilities of an asset manager.
7. Specify the types of required insurance for a property.
8. Recall aspects of maintaining the property.
9. Specify methods to prevent criminal activity.
10. Distinguish between the rights and duties of landlords and tenants.
11. Recognize the sections of the Florida Landlord Tenant Act.
12. Recall other Florida residential tenancy laws.
13. Recall the application process and the guidelines used to qualify prospective tenants.
14. Identify residential leases authorized for general use and their typical clauses.
15. Recall the process of eviction.

Student Integrity and Academic Honesty Policy

Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution's computer systems or files without proper authorization.