



REMBI, INC.



REAL ESTATE MANAGEMENT BROKERS INSTITUTE, INC.

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Course Outline for REMBI's:

A. Intro to Property Management

B. Property Management for Multi-family Housing Developments 1, 2, & 4

C. Property Management: The Management Plan, Grant and Proposal Writing:

This part of the course outline has been prepared to provide details about the "Intro to Property Management" course and the information for review by regulatory authorities to determine appropriateness of course content and teaching method for continuing education accreditation.

The introductory course is three or six hours (1/2 Day or One Day) and covers the Property Management Overview. The "Intro to Property Management" course objectives are discussed. This class is designed to enable the student to discuss the three major goals of property owners, list the classifications of real property and give examples, recognize the importance of understanding the owner's objectives, discuss the economics of property management, management planning, basic property management accounting and budgeting, marketing, leasing, evictions, risk management, tenant relations, personnel and staffing. The Introduction class includes a 30 or 60 question exam of multiple choices, True and False. Student must obtain 70% correct for a passing grade. The teaching methods are through lecture, text book reading, case study, field trips and research.

Intro to Property Management (Special offering for NAREB Realtist[®] only)

9:00- 9:30 AM	Introduction, Course overview and objectives
9:30- 9:45 AM	Goals of Property Owners
9:45-10:00 AM	Economics of Property Management
10:00-10:15 AM	Management Plan
10:15-10:45 AM	Basics of Property management accounting and budgeting
10:45-11:00 AM	Break
11:00-11:15 AM	Marketing
11:15-11:30 AM	Leasing
11:30-11:45 AM	Risk Management
11:45-12:00 AM	Tenant Relations
12:00-12:15 PM	Personnel
12:15-12:30 PM	Group Discussion

This part of the course outline has been prepared to provide detailed information of “Property Management for Multi-family Housing Developments 1 & 2”, Course I -VI for review by regulatory authorities to determine appropriateness of course content and teaching method for continuing education accreditation. Text books are used as one of the methods of teaching. (“REMBI’s Property Management Manual”, “Government Assisted Housing”, other handout material and articles)

I. Title of Courses:

“Real Estate Property Management for multifamily housing developments”.

- Beginning Management Course 1 & 2
- Advance Management Course 3 & 4
- Management Plans, Grant and Proposal writing Course 5

(Estimated number of class days will be three; Thursday-Saturday. Student participate in field trip activities such as Eviction Court, Real Estate property location, Fire and Police Departments on Fridays. Laptop computers are used for onsite research and presentations).

II. Course Description: - A concise statement of the areas covered.

The courses include study of physical aspects, appraising, law, administration and leasing, supervisory and communication skills, financial budgeting, reporting and monitoring, strategic marketing, fair housing, and building maintenance. Licensed Certified Real Estate Managers and practitioners teach all courses.

III. Objectives – What is the purpose of the course? What will be accomplished?

Real Estate Management Brokers Institute, Inc. is comprised of real estate professionals whose day-to-day focus is property management. REMBI trains licensee to receive a property management designation and to provide specialized real estate property management education through lecture, text book reading, case study, field trips, student presentations, role play and research.

REMBI's (Real Estate Management Brokers Institute, Inc.) real estate property management courses are comprehensive programs whereby property managers, licensed real estate brokers and leasing agents are trained to develop and apply property management skills to maximize capabilities in the operations and improvement of income producing real estate properties.

IV. Students – Who are the best prospects to enroll in this course? Which individuals will benefit most from it?

Licensed real estate professionals with plans for real estate management (may already be managing) conventional and government subsidized housing units are the best prospects for this course.

V. Procedures – How will the class be conducted? How will you achieve the objectives stated above?

These real estate property management classes teach traditional property management theories and fundamental principles through lecture, text book reading, presentations and group/case study. Quiz and exams are used to test learning and comprehension.

The student will learn how to manage day-to-day operations, evaluating properties, marketing and advertising, referrals, using leasing agents, understanding and negotiating leases, landlord/tenant relations and obligations, qualifying tenants, collecting rents, preparing contracts, schedules, and reports, repairs, maintenance, and improvements, managing utilities, energy conservation, cash flow, management fees, tax records, insurance, return-on-investment, capitalization formulas, site inspections, field trips, prospective client presentations, minimize expense and turnover , advance home study reading. Evaluation exams (open & closed book) and case studies.

Development Trends and Demographics (Local, Regional and National) are also discussed. The student reviews property management differences between Governmental Assisted Housing and privately owned/commercial multifamily housing development.

Content – Summarize what will be taught at each session.

VI. Evaluation – How will you know when the students have achieved the class objectives? What will be the basis for grades? (For professional or academic credit classes only)

Evaluation exams and case studies are used to assess the learning levels. A passing grade of 70 on the final must be obtained. Credit is also given for passing grades on the daily quiz. Additional credit is given for group presentations. An independent final project from the case study and the field trip is required. It must be submitted thirty days after completion of course II for the REMBI CREM designation.

VII. Hours and dates is course time: ___20 Hours each course___ (Course 1-4)

Class begins at 8:00 PM until 8:00 PM on the first day, second – field trips and research plus presentations, third day begins at 8:00 AM until 5:00 PM (A one day field trip includes with each class – Eviction Court/Housing Development, Fire and Police outreach)