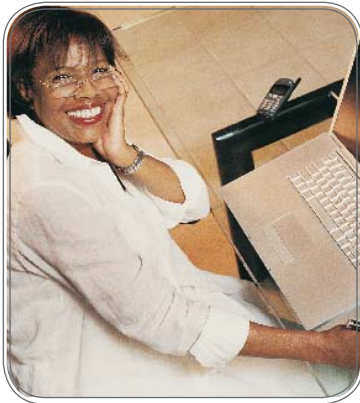




New Property Manager License

REAL ESTATE

Oregon



CAREER INFORMATION

A property manager assumes the day-to-day building management for owners of houses, apartments, condominiums, office buildings, retail and/or industrial buildings. The property manager's main objective is to maximize the owner's return on investment, while maintaining or increasing the property's value.

Characteristics of Successful Property Managers

Those who excel as property managers tend to be:

- ◆ Independent and self-motivated
- ◆ Detail-oriented and highly organized
- ◆ Computer-savvy
- ◆ Skilled at managing finances
- ◆ At ease with many types of people
- ◆ Adept problem solvers
- ◆ Professional and dedicated to customer service

A Day in the Life

Property managers have overall responsibility for a host of daily activities, including:

- ◆ Marketing available properties for rent/lease
- ◆ Screening tenants, including running credit checks
- ◆ Negotiating rental/lease agreements
- ◆ Collecting rents and distributing to owners
- ◆ Supervising contractors and on-site managers.
- ◆ Purchasing supplies, paying bills, and maintaining detailed records.
- ◆ Troubleshooting tenant problems

As a property manager you will need to be good with people. In a typical day you will be juggling the needs of tenants, owners, and maintenance contractors. The property manager must be calm in the eye of the storm of disputes over noisy neighbors, messy patios, or late rent payments. Keeping good records makes the property manager's life easier.

With a good record keeping system, you will know exactly who owes what, when preventative maintenance should be done, and how to quickly fill vacant units with new tenants.

Starting Out

After getting your property management license, you may want to run your own property management company or work under a larger organization's umbrella.

You can also choose to specialize in a particular area, such as:

- ◆ Commercial
- ◆ Residential
- ◆ Rural property
- ◆ Condominiums

Unlimited Earning Potential

Though compensation plans can vary, in general, you'll be paid a commission a percentage of the rental income you manage. So, the more properties you manage, the more you make!

Earnings vary according to geographic area, specialization, and market condition. Most importantly, the effort you put in—day in and day out—determines how much you bring home. It's simple: The harder you work, the more you make. The sky's the limit!

“Your materials gave me great confidence. I passed my test with ease. Thanks!”



OREGON PROPERTY MANAGER LICENSE REQUIREMENTS

To obtain a property manager license in Oregon you need to:

1. Complete the education requirements. You will need to complete a state-approved 60-hour real estate property manager course. ProSchools offers the program a few times a year in a live class setting.
2. Complete a background check. Submit to the Oregon Real Estate Agency a completed background check form with one set of completed fingerprints and a processing fee. All ProSchools locations have the required state forms, offer help with completing them, and can provide fingerprinting services. We encourage you to submit your documentation promptly because processing can take several weeks.
3. Pass the Oregon property manager license exam. You will need to pass a 150-question multiple-choice exam with a score of 75% or better. When you complete ProSchools' program, you'll have a 95% chance of passing.
4. Submit a completed license application form and appropriate fee.

The state of Oregon requires, with a few exceptions, that you hold a real estate license (broker, principal broker, or property manager) in order to rent, lease, or manage property for others. With a property manager license, you can engage in rental and/or management of real estate; but you cannot sell, exchange, lease option, or purchase real estate for another person.

The state also requires having either a property manager or real estate broker license to manage property for more than one owner. With a property manager license, you can work on your own, for another property manager, or for a principal broker.

If you want to manage property, and collect commissions or referral fees for sales or listings,

you need a real estate brokers license and to work under a principal broker. After three years, you'd be eligible to operate as a sole practitioner broker and work on your own.

COURSE INFORMATION AND PRICING

Learning Options to Fit Your Lifestyle

You're in complete control of your education at ProSchools. Live classroom instruction, backed up with an easy-to-read workbook and online quizzes, makes ProSchools' property manager class the best education available.

The Oregon property management license course will prepare you well for the state exam. You'll learn all about how to manage client trust accounts, basics of real property law, economics, leases, managing records, fair housing requirements, and the specifics of the Oregon Landlord-Tenant Act.

CLASSROOM OPTIONS

Title / Description	Hrs	Price
Property Management Package <i>Includes Required Textbook</i>	60	\$529

All the Career-Launching Tools You'll Need!

- ◆ Comprehensive quizzes and practice exams to help reinforce essential information for passing the state exam the first time. The questions are very similar to those on the state exam.
- ◆ Informative lessons covering all of the information you need to know. Each lesson concludes with a short review, summarizing the chapter for easy recall of important concepts and assurance that you are studying the "right stuff."