RPM Class Topics

"Electives"

1-2 Hour Courses

Great for Breakfast, Lunch, or Dinner meetings. Or combine some of them to create your custom class

1. Preparing A Rental Unit
2. Marketing & Determining Market Rent
3. Pre-Screening & Showings
4. Screening Report Review & Decision
5. Application Review & Best Practices
6. Lease Overview
7. Lease Signing Presentation
8. Inspections - Move-In, While Occupied, & Move-Out
9. Repairs & Maintenance - Contractor Interviews, Communication, & Reporting
10. No-Cause Notices & 30-Notice to Vacate by Tenant
11. Move-Out Accounting - Normal wear & tear?
12. Marijuana in Rentals
13. Relationship with Tenant & Best Practices
14. Fair Housing - Protect Yourself From Discrimination Violations
15. Reasonable Accommodations - Including Service/Therapy Animals
16. Section 8 Program / Tenants
17. Lease Violations & Violation Notices
18. Eviction Process
19. Abandoned Property
20. Death of a Tenant
21. Domestic Violence
22. Collections, Small Claims, & Garnishments
23. Conflict Resolution
24. Filing & Documentation
25. Software & Technological Tools
26. Policies & Procedures Manual
27. Managing Managers & Employees
28. Property Manager Safety & Protection
29. Relationship with Property Owners
30. Communication & Reporting Best Practices
31. State Law SB 608
32. Portland Relocation Fee Ordinance
33. Portland FAIR Ordinance (Screening & Deposit Reform)

3-4 Hour classes

We offer many Pre-Made Half Day courses, but we encourage you to select 3-4 Elective topics to design your custom Half Day course.

- The Dark Side of Property Management
    - Domestic Violence, Abandoned Property, & Death of a Tenant
        - It's not often that a landlord has to deal with these issues, but when you do you need to handle them properly to avoid being financially liable.

- From Move Out to Collections
    - Ending a tenancy, move-out inspection, final accounting, collections, and garnishments
        - The move out process being handled properly and knowing what you can charge a tenant for as well as how to collect those funds can save a landlord thousands of dollars

- Landlord Tenant Law Review & Legislative Update
    - Landlord / Tenant Law Review and Law Changes Update
        - Overview of the most important parts of landlord tenant law in Oregon that every landlord needs to know. In addition, we will give you an overview of recent and / or upcoming law changes.

- Marijuana and Property Management
    - Whether you don't allow or approve of marijuana in your rental unit you need to know how to manage it
        - We go in-depth into how to manage a rental that allows marijuana, what to inspect for, rules to create, and best practices. We also teach you how to restrict marijuana in your units, how to tell if it's there, and what you can do when a tenant violates your marijuana restrictions.

- Lease Violations and How to Enforce Them
    - Given the current rent moratoriums it is more important now than ever for you to be up to date on how to identify violations and the proper way to enforce them, even by eviction if it comes to that.

        - This class will be a 3-hour in depth review of all possible lease violations including what to look for, what forms to use, fines you can charge, and how to be allowed to evict if needed.

- EVICTIONS! An in-depth training on the complete eviction process
    - Are you confident in your ability to evict a tenant? Do you know what small, honest mistakes are responsible for the majority of lost eviction cases? These mistakes can add weeks or even months to the time it takes until your tenant is evicted. Some can even result in counter-suits that cost landlords thousands of dollars. This class will cover everything eviction related from beginning to end.

- Assistance Animals, Reasonable Accommodations, and Fair Housing
    - You see the article headline far too often, "Landlord Sued for $150,000 for Fair Housing Violations!" Unfortunately, most landlords don't intend to be discriminatory, but ignorance is not a defense. We will teach you about our Fair Housing Laws, Reasonable Accommodations, Assistance Animals / Therapy Animals, the most common mistakes, and how to best protect yourself from Fair Housing violation claims.

- Inspections, Maintenance & Tenant Violations
    - Learn how to create a proper inspection form, serving the notices, and completing an inspection. Including move-in, move-out, and Inspections during a tenancy. We will also go into how to manage rental unit repairs including managing the tenant's expectations, legal timelines to watch out for, and how to manage contractors. Unfortunately, these times are when you find *lease violations,* so we will (of course) cover the notices and process you can use to correct your tenant's behavior or proceed with evicting them if necessary.

Full Day / 6 Hour Classes

We offer 4 Full Day courses that cover every detail of property management. If you don't see what you want, we encourage you to select 6-7 elective course topics for your custom full day class.

Courses are typically 7 hours. 6 hours of education with a 1 hour break for lunch

- Associates of Property Management

- Everything the new landlord needs to know to go from turn-over / renovations through the lease signing.
    - Preparing a Unit for Rent
    - Determining Rent / Market Analysis
    - Marketing Your Rental
    - Showings
    - Application Review
    - Screening
    - Screening Report Review
    - Pet Approval
    - Approve or Deny?
    - Reservation Deposits
    - Detailed Review & Understanding of a Lease
    - Lease Signing Appointment
    - Inspections

- Bachelors of Property Management
    - Everything you need to know in order to handle the majority of situations and services during an average tenancy.
        - Move-In Inspection
        - Regular Inspections During Occupancy
        - Repairs & Maintenance
        - No-Cause Notices
        - Tenant 30-Day Notice to Vacate
        - Move-Out Inspection
        - Normal Wear & Tear?
        - Move-Out Accounting
        - Misc. Best Practices & Law Update

- Masters of Property Management
    - For the property manager that's ready for advanced training in the more complex circumstances they may face.
        - Fair Housing - How to Avoid a Lawsuit

- Reasonable Accommodations
- Service / Therapy Animals
- Government Subsidized Rent Programs (Section 8)
- Complaints & Lease Violations
- Evictions
- Abandoned Property
- Domestic Violence
- Death of a Tenant
- Collections, Small Claims, & Garnishments