

Tenancy (300 minutes)

6 Hour Course
(50 minute classroom hour)

- I. Introduction (10)**
 - a. Welcome
 - b. Instructor/Student ice breaker
 - c. Objectives

- II. Laws Affecting Tenancy (50)**
 - a. Federal
 - b. Fair Housing
 - c. Service Members Civil Relief Act
 - d. Meagan's Law
 - e. Lead Based Paint
 - f. EPA
 - g. IRS
 - h. State Laws
 - i. Local Laws
 - j. Other Laws
 - k. Activity**

- III. Procuring the Tenant – Step 1(60)**
 - a. Developing Policies and Procedures
 - b. Policies for Property Owners
 - c. Habitability
 - d. Disclosures
 - e. Pet Considerations
 - f. Smoking
 - g. Terms
 - h. Funds
 - i. Forms
 - j. Activity**
 - k. Rent
 - l. Economics of Procurement
 - m. Renters
 - n. Advertising
 - o. Activity**
 - p. Showings
 - q. Activity**
 - r. Occupancy
 - s. Legally Bound?
 - t. Additional Considerations

IV. Screening Tenants – Step 2 (50)

- a. Policies
- b. Restrictions
- c. Pets or No Pets?
- d. Qualifying the Tenant
- e. Activity**
- f. Parts of Application
- g. Processing the Application
- h. Verify Identification
- i. Verify Income
- j. Activity**
- k. Credit Reports & Background Checks
- l. Interviewing Current Landlords
- m. Traits of Fraudulent Applications
- n. Approving Applications
- o. Charging Deposits and Fees
- p. Denying the Application

V. The Lease – Step 3 (30)

- a. Executing
- b. The Basics
- c. Disclosures
- d. Term
- e. Lease Agreements
- f. Activity**
- g. Move-in Report
- h. Review and Finalizing
- i. Who Will Prevail?

VI. Occupancy Period – Step 4 (40)

- a. Before Move-in Actions
- b. Communication
- c. Resolving Disputes
- d. Preventative Maintenance
- e. Surveys/Inspections
- f. Rent Collections
- g. Tenant Violations
- h. Notices
- i. Legal Issues
- j. Owner sells
- k. Terminate Tenancy
- l. Foreclosure

- m. Activity**
- n. Surrender
- o. Before and After Pictures

VII. Move Out Procedures – Step 5 (15)

- a. Move out Procedures
- b. Take Possession
- c. Activity**

VIII. After the Tenancy – Step 6 (15)

- a. Deposit Refund Accounting
- b. Problems After Move Out
- c. Collections

IX. Exam (30 min)