

# PROPERTY MANAGEMENT

## PRE-LICENSE GENERAL INFORMATION PAGE

To be provided to the participant prior to registration/enrollment.

PRE-LICENSE SCHOOL NAME <b>Duane Gomer Seminars</b>		WEB SITE ADDRESS <b>www.DuaneGomer.com</b>
DRE PRE-LICENSE SCHOOL ID # <b>S0098</b>	PHONE NUMBER <b>( 949) 457-8930</b>	EMAIL ADDRESS <b>Duane.G@DuaneGomer.com</b>
ADDRESS (STREET, CITY, STATE, ZIP CODE) <b>23312 Madero Ste. J, Mission Viejo, CA 92691</b>		
COURSE NAME <b>Property Management</b>		
BRIEF COURSE DESCRIPTION <b>Property Management: Property Management analyzes the detailed and exacting rules of leasing and renting both residential and commercial income properties. Forms and notices required to establish management and leasing agencies, to create, manage and terminate tenancies, and to preserve rent obligations for enforcement are described for ease of use by property owners, managers and leasing agents.</b>		
METHOD OF COURSE PRESENTATION (LIVE LECTURE OR CORRESPONDENCE/INDEPENDENT STUDY/INTERNET) <b>Correspondence/independent study/internet</b>		COURSE HOURS <b>45</b>
COURSE DATES AND LOCATION (FOR LIVE LECTURES) <b>N/A</b>		
COURSE FEES (INCLUDE ANY SHIPPING AND HANDLING FEES, COURSE GROUP PACKAGE FEES, DISCOUNTS ETC.) <b>\$85.00 – includes shipping and handling</b>		
TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION Title: Property Management Author(s): Realty Publications Copyright Date: 2016 Pages: 615 Edition (if applicable): 6 <sup>th</sup>		
REFUND/CANCELLATION POLICY <b>If the student returns the materials unused and in perfect condition within a two month period, the student will be given a refund less \$20 for processing, shipping and handling. The student will receive the refund in the same method as they paid, for example if they paid by check then the refund will be issued by check. This of course, does not apply to anyone who has completed the course.</b>		
FINAL EXAMINATION CRITERIA NUMBER OF QUESTIONS <b>100</b>	TYPES OF QUESTIONS <b>Multiple-Choice</b>	TIME <b>2 hours and 30 minutes</b>
HOW MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE (ONE OR TWO)? <b>Two</b>		MINIMUM PASSING PERCENTAGE <b>60%</b>
ADDITIONAL SCHOOL POLICY AND PROCEDURES <b>Each final exam is open book, timed and consists of 100 multiple-choice questions. The time allotted is 2 hours and 30 minutes per exam. You must obtain a minimum passing score of 60%. A backup exam is available immediately if you fail an exam. The backup exam covers the same course material as the original exam, but the questions are not the same. If you do not pass the backup exam, that course is automatically reset and requires you to wait another 18-day study period before you may attempt to take the exam again.</b>		

## **DRE Disclaimer Statement**

This course is approved for pre-license education credit by the California Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructors, authors, or lecturers.

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## **Attendance Policy**

*For live courses, students must attend a minimum of 90% of the approved course hours to be eligible to receive DRE pre-license course credit*

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## **Live Course Identification Statement**

*Participants shall present one of the following forms of identification below immediately before admittance to a live presentation of an offering:*

- A. A current California driver's license.*
- B. A current identification card described in Section 13000 of the California Vehicle Code*
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.*

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## **Correspondence Course Identification Statement**

*Participants shall present one of the following forms of identification immediately before the administration of the final examination:*

- A. A current California driver's license.*
- B. A current identification card described in Section 13000 of the California Vehicle Code*
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.*

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## **Online Evaluation Statement**

A course and instructor evaluation is available on the California Department of Real Estate (DRE) website at [www.dre.ca.gov](http://www.dre.ca.gov). Access this form by typing in "RE 318A" in the search box located in the upper right corner of the home page.

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## **Course Provider Complaint Statement**

A course provider complaint form is available on the California Department of Real Estate (DRE) website at [www.dre.ca.gov](http://www.dre.ca.gov). Access this form by typing in "RE 340" in the search box located in the upper right corner of the home page. An informational form regarding course provider complaints, "RE 340A" is also available.