

# Enabling Courses

## Sales or Property Management

Do you have a “conditional” Property Representatives licence?

To remove a condition from a property representative the licensee needs to successfully complete an examination set by the Property Agents Board. It is known as the "enabling examination".

The enabling examination is based on the topics necessary for the individual's licence to become unconditional.

That is, if the licence is conditioned to undertake sales functions only then an enabling examination based on property management questions needs to be successfully completed.

Likewise, if the licence is conditioned to undertake property management functions only then an enabling examination based on sales questions would be undertaken to remove the condition.

This type of examination is only available for a two-year period, at which time a licensee will need to undertake the full licensing examination to have a condition lifted.

REIT's Enabling Courses have been developed to assist you to transition to a full Property Representatives licence. You can choose to attend either the Sales or Property Management course to gain knowledge in order to sit an enabling exam with the Property Agents Board.

### Course Overview

This course is completed by distance learning only. The material has been developed to give you an overview of the following topics. The manual provided includes Learning Activities for you to test your understanding of the content.

### Property Management

#### **Documentation**

- Condition Report
- Notices to Vacate
- Property Management Authority
- Residential Tenancy Agreement
- Tenancy Application

#### **Knowledge**

- access to tenanted properties
- advertising requirements
- audit requirements
- condition reports
- disclosure, remaining silent and material facts

- dispute resolution
- fixed & non-fixed term leases
- fixtures and chattels
- gross & net returns
- growing the rent roll
- licensing of property agents
- maintenance – urgent and other
- managing arrears
- minimum standards
- people ineligible to sign contracts
- role of property agent in property management
- Rental Deposit Authority, Residential Tenancy Commissioner, Bonds
- routine inspections, purpose of
- smoke alarms
- terminations – tenants and owners
- trust accounts

### **Legislation**

- Anti-Discrimination Act 1998
- Competition and Consumer Act 2010
- Privacy Act 1988
- Property Agents and Land Transactions Act 2016
- Property Agents and Land Transactions Regulations 2017
- Residential Tenancy Act 1997
- Code of Conduct

### **Sales**

#### **Documentation**

- Particulars and Conditions of Sale
- Sole Agency Agreement
- Standard Conditions of Sale
- Vendor Disclosure Document

#### **Knowledge**

- advertising requirements
- auction
- buying motives and signals
- competitive market appraisals
- conditions precedent and warranties
- conjunctions
- cooling of periods
- disclosure, remaining silent, material facts
- fixtures and chattels
- licensing of property agents
- marketing and misrepresentation, misleading conduct, misrepresentation
- notice to show tenanted properties
- open homes
- people ineligible to sign contracts
- private treaty
- professional indemnity insurance
- Property Agents Board
- property titles, Old Title and Torrens Title, the List
- real and personal property
- records in the property industry
- secret commissions

- showing the property
- solicitors and conveyancers
- The List, how to access and research
- trust accounts
- unconscionable conduct

### **Legislation**

- Anti-Discrimination Act 1998
- Competition and Consumer Act 2010
- Privacy Act 1988
- Property Agents and Land Transactions Act 2016
- Property Agents and Land Transactions Regulations 2017
- Lands Titles Act
- Code of Conduct

### **Enabling Exams**

The Property Agents Board conducts enabling exams for either Sales or Property Management. For further information and to enrol into the exam, please visit [www.propertyagentsboard.com.au/exams](http://www.propertyagentsboard.com.au/exams)

Candidates may choose to receive the learning material:-

- as paper based manuals; or
- on online learning

### **Course Cost**

*OPTION 1* Paper based manual - \$199

*OPTION 2* Online learning delivery - \$155

### **Enrolment**

Please complete the attached enrolment and payment form or obtain the forms from our website [www.reit.com.au](http://www.reit.com.au)

Forward forms either by fax, post or email to:

Address: REIT

GPO Box 868 Hobart TAS 7001

Email: [james.jackson@reit.com.au](mailto:james.jackson@reit.com.au)

Fax: 03 6223 7748

### **Further Training**

The REIT conducts further training in Certificate III, Certificate IV and Diploma in Property Services as well as individual units to meet Professional Development hours to maintain your licence. For further information visit [www.reit.com.au](http://www.reit.com.au)

# PROPERTY REPRESENTATIVES ENABLING COURSE

To register: Fax: (03) 6223 7748 Mail: GPO Box 868, HOBART, 7001 Email: [james.jackson@reit.com.au](mailto:james.jackson@reit.com.au)

Please tick the appropriate box:

Sales Enabling

Property Management Enabling

Paper Package: \$199

Online Learning Package: \$155

**Note: Full Payment is to be made before material is provided.**

*\*Please note cost does NOT include exam. For exam bookings and related costs please refer to the 'Exams' section of the Property Agents Board website [www.propertyagentsboard.com.au](http://www.propertyagentsboard.com.au).*

*I/We acknowledge that the full course fee will be charged once the distance learning material has been provided with **no refund made for cancellation of enrolment**. I acknowledge that information about my enrolment may be made available to my workplace supervisor, the principal of my agency and the Property Agents Board. By signing this form you acknowledge that you have read and agree to the fees & charges policy and privacy policy on our website [www.reit.com.au](http://www.reit.com.au). **If the registration form is not signed you will not be accepted. \*\*Please allow up to 3 business days for your registration to be processed.\*\****

**(PLEASE PRINT) (\*Mandatory Fields must be completed)**

\*Registrant: Title \_\_\_\_\_ Given Name \_\_\_\_\_ Surname \_\_\_\_\_

\*Signature (of registrant)

\_\_\_\_\_  
DOB: \_\_/\_\_/\_\_\_\_

Company Name (if applicable)

\_\_\_\_\_

\*Address \_\_\_\_\_ Postcode \_\_\_\_\_

\*Postal Address (if different to above) \_\_\_\_\_

Postcode \_\_\_\_\_

\*Telephone (BH) \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_

\*E-mail \_\_\_\_\_

(Please supply CURRENT email address)

Payment Options:  Please find enclosed cheque (payable to REIT)

Charge to company account. (REIT Members Only).

Signature (Manager of Company) \_\_\_\_\_ Managers Name \_\_\_\_\_

Please charge my credit card

Type of card: Bankcard  MasterCard  Visa

Card Number

EXPIRY DATE: \_\_\_\_\_

Cardholder's name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

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