

# MIKE RUSS

FINANCIAL TRAINING CENTERS, INC.

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## PROPERTY MANAGEMENT

### DRE Sponsor #S0156

#### General Information Page

**Course Title: PROPERTY MANAGEMENT**

**Description:** Designed as a primary textbook for Property Management courses, it will inform and inspire both novice and experienced property managers. Very clear and simple language, easy-to-read format with photographs, charts, and graphs. Includes glossary and index: suitable for consumers, students, and teachers wishing information regarding personal real estate transactions. Property Management will cover: Leases and Leasing - Commercial, Office & Industrial Property Management - Liability and Risk Management - Fair Housing and Ethics - Plus MUCH More.....

**Method of Presentation:** Correspondence/Online Exam

**Course Hours:** 45

**Course Fees:** \$89 (Individual course with no shipping)  
\$102 (Individual course with shipping)  
\$399 Salesperson Package (Includes 3 courses with no shipping)  
\$412 Salesperson Package (Includes 3 courses with shipping)

**Textbook Information:**

**Title:** Property Management  
**Authors:** Walt Huber, Arlette Lyons, William Pivar  
**Copyright Date:** 2018  
**Pages:** 504  
**Edition:** 7<sup>th</sup>

**Refund Policy:** All refund requests must be made in writing. No telephone or verbal refund requests will be accepted. You may submit an emailed refund request to our CFO by emailing [Michael@mikeruss.org](mailto:Michael@mikeruss.org), or you may submit a handwritten request by delivering the notice to our Corporate Office in San Diego (8322 Clairemont Mesa Blvd #103, San Diego, CA 92111) during business hours, however your refund will not be processed until all of the required materials are received by MRFTC. All refund requests must contain the following information: 1. Purchaser Name, 2. Student Name (if different than purchaser), 3, all materials in an unused condition and 4. reason for refund request.

**Correspondence Courses (purchased individually and not in a package):** A student may cancel enrollment within 10 days of enrollment and receive a full refund less any shipping charges (if applicable) and a \$10 registration fee per course if the materials (books) are returned and in original condition. **No refunds will be made after 10 days from the date of purchase.**

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All courses are valid for 1 year from the date of enrollment. If you fail to complete any of the courses included in your package (includes required correspondence courses and crash course) within 1 year of your purchase date, you may reinstate for an additional year by paying the reinstatement fee (50% of your original purchase cost). Once paid, the reinstatement fee will extend your purchase until 2 years from your original purchase date. After 2 years from your original purchase date, your original purchase is no longer valid. After 2 years, you must repurchase any classes you still need to complete at regular price, minus a 10% discount. **Exam Prep Portion (Live Classes): NO refunds will be made after 90 days from the date of enrollment.** There is a \$50 non-refundable registration fee. If a student requests a refund prior to completion of the course,

the class tuition will be refunded on a pro-rata basis up to 50% of class attendance. After 50% attendance, all tuition is non-refundable. MRFTC will refund 100% of the amount paid less the \$50 non-refundable fee if notice of cancellation is made prior to the first day of instruction **AND** all materials are returned in an unused condition. Should you begin to attend the class and decide that this class is not for you, it is your responsibility to notify the instructor that you will be leaving the class and requesting a partial refund. Failure to notify the instructor will result in you being credited with attending the entire class and may result in you not qualifying for a refund.

**Final Examination:**

Number of Questions: 100  
Types of Questions: Multiple Choice  
Time: 180 Minutes (3 hours)  
Exam Versions: 2  
Minimum Passing %: 60  
Test Format: Open-book, exam is taken online.

**Additional Policies and Procedures:**

To get licensed as a Real Estate Salesperson, the Department of Real Estate (DRE) requires that you complete 3 required courses: **Real Estate Principles, Real Estate Practice, 1 Elective Course**. Mike Russ Schools offers these courses in a **Correspondence (Printed Book) format**. To complete a course, the DRE requires you study each book course, and then **take a 3 Hour, 100 question, multiple choice final exam for each course and pass with a 60% or better**. There are two different final exams for each course. The DRE requires that you study each course for a minimum of **18 days** before you take the final exam, meaning the date on each certificate of completion must be a minimum of 18 days apart from each other, otherwise the DRE will not accept them. **The 18 days begins with your date of purchase.**

To take your final exam online, the student must first create a profile by using this link, [http://mikeruss.org/online/courses\\_new/index.html](http://mikeruss.org/online/courses_new/index.html) (the student must use the same e-mail address provided at purchase as their username). After creating the profile, you will need to log-in. Under the courses tab, the first test will automatically be made available after 18 days from the date of registration. This exam **MUST** be taken in **ONE SITTING**. Once you start the exam, if you fail to complete and submit the entire exam for **ANY** reason, that will count as an exam "attempt". If you do not submit a completed exam or do not pass the exam on your **FIRST ATTEMPT**, you will be allowed to retake the exam **immediately**. If you do not submit a completed exam or do not pass the exam on your **SECOND ATTEMPT**, this constitutes **FAILING the course**. In order to take the final exam again you will be required to "re-enroll" in the course and wait a **minimum of 18 calendar days** before you can take the exam again. Upon completion of the exam, you will need to sign the affidavit in order to receive credit for the exam. Each exam is a multiple choice, open-book, 100 questions. You are given a 3 hour time limit for each exam.

After passing the exam, the certificate of completion will be e-mailed to the student directly within 1-3 business days.

**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.

**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.

**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.

**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.