

Subject Area Committee Name: Real Estate

Contact Person

<i>Name</i>	<i>e-mail</i>
Brad Vincent	bradford.vincent@pcc.edu

Document your plan for each of the two focal analysis assessment* projects your SAC will be doing this year in separate Annual Plan forms. If your SAC is using an assessment design that captures two outcomes in a single project, use a separate planning form for each outcome. Complete each section of each form. In some cases, all of the information needed to complete the section may not be available at the time the report is being written. In those cases, include the missing information when submitting your Year-End Report.

- Use separate report forms for each outcome your SAC is assessing.
- Refer to the help document for guidance in filling-out this report. If this document does not address your question/concern, contact your SAC Assessment Coach for additional help.

This report documents your current plan. Your plan may change. If so, include changes to this plan in the Year-End Report.

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1. Identify an area of investigation
2. Assess
3. Address your findings by making adjustments (if called for)
4. Reassess

*Focal outcome analysis is defined to be a thorough analysis of a degree/certificate outcome (or elements of a chosen outcome). This deeper analysis should be driven by an attempt to improve student learning (e.g., assessment motivated by faculty curiosity, anecdotal experience, or summary data evidence that is somehow troubling).

1. Outcome Chosen for Focal Analysis

A. Degree/Certificate Outcome	Apply an understanding of Oregon's Landlord/Tenant Laws by describing how various aspects of these laws apply to a variety of property management situations
B. PCC Core Outcome:	Critical Thinking and Problem Solving
C. If what you are focusing-on in this project is an aspect, element, or specific part of your degree/certificate outcome, please describe your narrower focus below:	Correctly interpreting Oregon Landlord/Tenant Laws is critical to students who intend to pass the State of Oregon Property Management Licensing Exam (See Appendix A)
D. Why was this degree/certificate outcome (or an aspect of it) chosen for this focal project?	It is an essential component of the Property Management Licensing exam

2. Project Description

<p>A. Assessment Context</p> <p>Check all the applicable items:</p> <p><input checked="" type="checkbox"/> Course based assessment. Course number(s): RE 252 Type of assessment (e.g., essay, exam, speech, project, etc.): Exam</p> <p>Are there course outcomes that align with this aspect of the core outcome being investigated? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, include the course outcome(s) from the relevant CCOG(s): Be aware of and be able to apply the Oregon Residential Landlord and Tenant Act; including the rights and remedies of landlords and tenants in typical rental situations. Understand and be able to apply to typical residential property management situations the Civil Rights Act of 1866, Civil Rights Act of 1968 (as amended), Oregon Anti-discrimination laws, and other relevant anti-discrimination laws.</p> <p><input checked="" type="checkbox"/> Common/embedded assignment in all relevant course sections. An embedded assignment is one that is already included as</p>

an element in the course as usually taught. Please attach the activity in an appendix (provided that publicly revealing this activity will not compromise future assessments or uses of the assignment). If the activity cannot be shared, indicate the type of assignment (e.g., essay, exam, speech, project, etc.): **Exam attached but answers are blocked out; yellow highlighted portions of exam are relevant to Landlord/Tenant laws. (Appendix B)**

☐ **Common – but not embedded - assignment used in all relevant course sections.** Please attach the activity in an appendix (provided that publicly revealing this activity will not compromise future assessments or uses of the assignment). If the activity cannot be shared, indicate the type of assignment (e.g., essay, exam, speech, project, etc.):

☐ **Practicum/Clinical work.** Please attach the activity/checklist/etc. in an appendix (provided that publicly revealing this activity will not compromise future assessments). If this cannot be shared, indicate the type of assessment (e.g., supervisor checklist, interview, essay, exam, speech, project, etc.):

☐ **External certification exam.** Please attach sample questions for the relevant portions of the exam in an appendix (provided that publicly revealing this information will not compromise test security). Also, briefly describe how the results of this exam are broken down in a way that leads to nuanced information about the aspect of the core outcome that is being investigated.

☐ **SAC-created, non-course assessment.** Please attach the assessment in an appendix (provided that publicly revealing this assessment will not compromise the validity of future assessments). If the assessment cannot be shared, indicate the type of assignment (e.g., essay, exam, speech, project, etc.):

☐ **Portfolio.** Please attach sample instructions/activities/etc. for the relevant portions of the portfolio submission in an appendix (provided that publicly revealing this information will not compromise the validity of future assessments). Also, briefly describe how the results of this assessment are broken down in a way that leads to nuanced information about the aspect of the core outcome that is being investigated:

☐ **TSA.** Please attach the relevant portions of the assessment in an appendix (provided that publicly revealing this assessment will not compromise the validity of future assessments). If the assessment cannot be shared, indicate the type of assignment (e.g., essay, exam, speech, project, etc.):

☐ **Other.** Please attach the activity/assessment in an appendix (provided that publicly revealing this information will not compromise the validity of future assessments). If the activity cannot be shared, please briefly describe:

B. How will you score/measure/quantify student performance?

☐ **Rubric** (used when student performance is on a continuum - if available, attach as an appendix – if in development – attach to

the Year-End Report)

☐ **Checklist** (used when presence/absence rather than quality is being evaluated - if available, attach as an appendix – if in development – attach to the Year-End Report)

☐ **Trend Analysis**

☒ **Objective Scoring**

☐ **Other** – briefly describe:

C. Type of assessment (select all that apply)

☒ **Quantitative Measures** ☐ **Qualitative Measures** ☒ **Direct Assessment** ☐ **Indirect Assessment**

If you selected 'Indirect Assessment', please share your rationale:

D. Which quarter will student artifacts (examples of student work) be collected? If student artifacts will be collected more than once, check all that apply.

☒ **Fall** ☒ **Winter** ☒ **Spring** ☐ **Other** (e.g., if work is collected between terms)

E. When during the term will it be collected? If student artifacts will be collected more than once, check all that apply.

☐ **Early** ☐ **Mid-term** ☒ **Late** ☐ **n/a**

F. What student group do you want to generalize the results of your assessment to?

Students who complete RE 252

G. There is no single, recommended assessment strategy. Each SAC is tasked with choosing appropriate methods for their purposes. Which best describes the purpose of this project?

☒ **To measure established outcomes and/or drive programmatic change (proceed to section H below)**

☐ **Preliminary/Exploratory investigation**

If you selected 'Preliminary/Exploratory', briefly describe your rationale for selecting your sample of interest (skip section H below):

H. Which will you measure?

☒ **the population** (all relevant students)

☐ **a sample** (a subset of students)

If you are using a sample, select all of the following that describe your sample/sampling strategy (refer to the Help Guide for assistance):

☐ **Random Sample**

☐ **Systematic Sample**

☐ **Stratified Sample**

☐ **Cluster Sample**

☐ **Voluntary Response Sample**

☐ **Opportunity/Convenience Sample**

The last three options in bolded red have a high risk of introducing bias. If your SAC is using one or more of these sample/sampling strategies, please share your rationale:

1. Estimate the size of the group you will be measuring (either your sample or population size). Often, this can be based on recent enrollment information (last year, this term, etc.):

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3. Project Mechanics

A. Does your project utilize a rubric for scoring? ☐ Yes ☒ No

If 'No', proceed to section B. If 'Yes', complete the following.

How will inter-rater reliability be assured (see the Help Guide for more information)?

☐ **Agreement** – the percentage of raters giving each artifact the same/similar score in a norming session

☐ **Consensus** - all raters score all artifacts and reach agreement on each score

☐ **Consistency*** – raters' scores are correlated: this captures relative standing of the performance ratings - but not precise agreement

Consistency* is generally only recommended when measuring student improvement – not for showing outcome attainment. See the Help Guide for more information.

B. Have performance benchmarks been specified?

A typical benchmark might identify the expected level of student attainment (e.g., “demonstrated” or “present” for a checklist; “mastery/competent/emerging” for a rubric, etc). In other cases, a benchmark may establish the expectation for the percentage of correct/satisfactory answers/performances (e.g., 90%). Note that both yes and no responses can be reasonable and justifiable.

- ☐ **Yes** (determined by national certification exam)
☐ **Yes** (determined by prior assessment results for this or a similar aspect of the outcome being investigated)
☒ **Yes** (determined by prior pass/fail rates for the course)
☐ **Yes** (determined by post-requisite course expectations within PCC)
☐ **Yes** (determined by post-requisite course expectations for transfer institution)
☐ **Yes** (other). Describe briefly:
☐ **No**

If yes, briefly describe your performance benchmarks, being as specific as possible (if needed, attach as an appendix):

All students who intend become Licensed Property Managers must pass the State of Oregon licensing exam with a score of at least 75%. RE 252 exam reflects similar questions to those found on the Oregon exam. See Appendix B

If no, what is the purpose of this assessment (for example, this assessment will provide information that will lead to developing benchmarks in the future; or, this assessment will lead to areas for more detailed study; etc.)?

C. The purpose of this assessment is to have SAC-wide evaluation of student work, not to evaluate a particular instructor or student. Before evaluation, remove identifying student information (and, when possible remove instructor identifying information). If the SAC wishes to return instructor-specific results, see the Help Guide for suggestions on how to code and collate. Please share your process for removing identifying information.

Comparison on pass / fail rates of course based on percentages only, not student detail.

D. Will you be coding your data/artifacts in order to compare student sub-groups? ☐ **Yes** ☒ **No**

If yes, select one of the boxes below:

- ☐ **student’s total earned hours**
 ☐ **previous coursework completed**
 ☐ **ethnicity**
 ☐ **other**

Briefly describe your coding plan and rationale (and if you selected ‘other’, identify the sub-groups you will be coding for:

E. Ideally, student work is evaluated by both full-time and adjunct faculty.

Other groups may be appropriate depending on the assessment. Check all that apply.

- ☒ PCC Adjunct Faculty within the program/discipline
- ☒ PCC FT Faculty within the program/discipline
- ☐ PCC Faculty outside the program/discipline
- ☐ Non-PCC Faculty
- ☐ Advisory Board Members
- ☐ External Supervisors
- ☐ Other:

If available, attach the following: assessment activity (section 2A); rubric/checklist (2B); benchmarks (if needed).

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1. Outcome Chosen for Focal Analysis

<i>A. Degree/Certificate Outcome</i>	Research market rental rates, monitor expenses, manage client trust accounts and create operating statements for the property owner
<i>B. PCC Core Outcome:</i>	Professional Competence:
<i>C. If what you are focusing-on in this project is an aspect, element, or specific part of your degree/certificate outcome, please describe your narrower focus below:</i>	
.Understanding how to handle client trust accounts and record keeping is essential to the student who plans to be employed as a property manager.	
<i>D. Why was this degree/certificate outcome (or an aspect of it) chosen for this focal project?</i>	
It is an essential component of the Property Management Licensing exam.	

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<i>A. Assessment Context</i>	
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Are there course outcomes that align with this aspect of the core outcome being investigated? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, include the course outcome(s) from the relevant CCOG(s): Understand and be able to apply the portions of ORS 696 applying to clients' trust accounts, record keeping, and advertising as related to real estate property management. Appreciate the general principles of operating a property management firm, including bookkeeping, business generation and retention and management decisions.	
<input checked="" type="checkbox"/>	Common/embedded assignment in all relevant course sections. An embedded assignment is one that is already included as

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- ☐ Other:

If available, attach the following: assessment activity (section 2A); rubric/checklist (2B); benchmarks (if needed).

Appendix A

State of Oregon Real Estate Agency Approval (Course Guidelines)



Oregon

John A. Kitzhaber, MD, Governor

Real Estate Agency
1177 Center St NE
Salem, OR 97301-2505
Phone: (503) 378-4170
Regulations Fax: (503) 373-7153
Admin. Fax: (503) 378-2491
Licensing Fax: (503) 378-3256
www.rea.state.or.us

December 28, 2012

Brad Vincent
Portland Community College
Post Office Box 19000
Portland, Oregon 97280-0990

RE 252

Dear Brad,

The Oregon Real Estate Agency has completed the review of your 60-hour Property Manager course. The course is approved to meet the educational requirements for a property manager license in Oregon.

Please remember that **any** updates or changes to your school or course must be submitted to the Agency on the Pre-License Course Approval Application, Renewal and Change form prior to use. This includes changes to:

- Course materials, syllabus and/or final exams, which must be approved by the Agency prior to use
- Information provided on the Broker and Property Manager Pre-License Course Application, Renewal and Change Form.

The approval for this course will expire on June 30, 2013. A renewal application must be submitted at least 60 days prior to this date to the Agency to allow time for processing.

If you have any questions, you may contact me at (503) 378-4618, or mesheal.l.heyman@state.or.us.

Sincerely,

Mesheal L. Heyman
Education Division

Pass rates for RE 252 Property Management
6 academic terms Winter 2012 – Fall 2103
(Distance Learning only)

Term	Total # Students	% Pass	
Winter 2012	37	48.60%	
Spring 2012	32	53.10%	
Fall 2012	24	62.50%	
Winter 2013	32	62.50%	
Spring 2013	36	66.70%	
Fall 2013	32	68.80%	
		Average: 60%	

Pass rates for RE 100 Introduction to Real Estate
6 academic terms Winter 2012 – Fall 2103
(Distance Learning & In-Person Classes)

Term	Total # Students	% Pass	
Winter 2012 : DL	49	55%	
Winter 2012 : Live	19	74%	
Spring 2012 : DL	49	49%	
Spring 2012 : Live	10	60%	
Fall 2012 : DL	58	55%	
Fall 2012 : Live	25	72%	
Winter 2013: DL	62	48%	
Winter 2013 : Live	25	76%	
Spring 2013: DL	62	46%	
Spring 2013 : Live	15	93%	
Fall 2013 : DL	59	58%	
Fall 2013 : Live	22	88%	
		DL Average: 52%	
		Live Average: 77%	

Appendix B

Landlord / Tenant Laws section of RE 252 Exam

(40% of exam)

Date: _____

Name: _____

Email Address: _____

Place your answer on the separate answer sheet. Your mark must be dark to be properly scored. One answer only per question.

1. Which of the following events would have the effect of terminating a lease?

2. A property manager initiated a program of regularly scheduled maintenance activities where both the interior and exterior of the property including all the equipment and grounds are routinely inspected. Such a program is called

3. Eminent domain is the right of the State to

4. Real property includes

[REDACTED]

5. Which of the following could NOT be real property?

[REDACTED]

6. In regards to the proper handling of a clients' trust account the property manager must

[REDACTED]

7. In real estate, the term "improvements" most nearly means

[REDACTED]

8. Unpaid real property taxes are described as being

[REDACTED]

9. Which law oversees credit bureaus and the access to credit reports?

[REDACTED]

10. Which of the following is a violation of the Federal Fair Housing Laws? A) property manager refuses to

[REDACTED]

[REDACTED]

11. Fair Housing laws' primary purpose is the

[REDACTED]

12. A tenant who installs a window air conditioner for his own pleasure and comfort has

[REDACTED]

13. When you attach personal property to a building so that in a legal sense it becomes real property it is called

[REDACTED]

14. A property manager must establish a separate clients' trust account for security deposits

[REDACTED]

15. Following a fire in an apartment the property manager should

[REDACTED]

C. I, III, IV

D. All of the above

16. The maximum estate that a person may hold in land is called

17. A tenant at a property falls down dark stairs to the laundry room that needed

repair and better lighting for several months. A claim is filed by the tenant against the property owner for medical expenses. If the tenant is successful and is awarded the claim, which of the owner's insurance policies will pay the claim?

18. In property management "risk management" is commonly described as

19. An estate for years

20. A man had a one-year lease on a residence, which expired July 31, 2012. He

stayed on after that date without the consent of the landlord and did not pay any rent. He now holds

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████████████████████
████████████████████
████████████████████

21. Leslie signed a lease to rent a seashore cottage from June 1, 2012 to August 30, 2012. Leslie had
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22. An insurance deductible
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23. Mark and Sally Upton owned a 12 unit apartment building as tenants by the entirety. They signed a two-year lease for one unit with Francis Albany. Three months later Mark died. Sally sold the building to George Clooney. This transaction
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24. A man is interested in purchasing an apartment building. It has 9 four-bedroom units, which rent for \$425 per month, 16 three-bedroom units, which rent for \$400 per month, and 18 two-bedroom units, which rent for \$375 per month. Assuming that there is no vacancy factor, what is the annual gross income of the property.
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25. Trade fixtures are
████████████████████

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

26. A pet store has a percentage lease at a rate of 2.5 percent of gross monthly

sales. First quarter sales were January, \$9,215; February \$6,744; March,
\$9,761. The total rent the tenant paid for the first 3 months was

[REDACTED]
[REDACTED]
[REDACTED]

D. \$754

27. Routine maintenance includes

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

28. No notice is necessary in Oregon to terminate

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

29. Non-licensed employees of a property manager may

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

30. Which of the following statements concerning clients' trust accounts is false?

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

31. Property management agreements may be negotiated and signed by a

[REDACTED]

32. Protected classes under the Fair Housing Act include all of the following except

[REDACTED]

33. Who of the following is required by Oregon law to have a real estate license?

[REDACTED]

34. A broker or property manager engaged in property management for others for a fee in Oregon must

[REDACTED]

35. A property manager must open and maintain at least one clients' trust account

[REDACTED]

36. Pamilia Opland is an active real estate property manager in Oregon and must

therefore maintain records of all her professional real estate activity for a period of

[REDACTED]

37.

A licensee can be guilty of misrepresentation by

[REDACTED]

38. Insurance carriers will often send an inspector to the property to assess the

property condition in order to determine

[REDACTED]

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An entry in an owner's ledger for management fees withdrawn by the property manager must include, among other things,

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[REDACTED]

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[REDACTED]

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[REDACTED]

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46. Property managers are responsible for

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[REDACTED]

55. It is a responsibility of landlords, according to the Oregon Residential Landlord and Tenant Act, to provide

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56. Security deposits include monies paid by a tenant for a

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57. According to the Oregon Residential Landlord and Tenant Act, a landlord may adopt rules concerning a tenant's use and occupancy of the premises. The

landlord's rules are enforceable only if, among other things

[REDACTED]

58. Gross leases are most often used with

[REDACTED]

59. A lease that requires the landlord to pay operating expenses of the property is

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70. Oregon Residential Landlord and Tenant Act requires the landlord to provide tenants which of the following services?

[REDACTED]

71. The absence of which of the following would render a property uninhabitable

under the definition in the Oregon Residential Landlord and Tenant Act?

[REDACTED]

72. Unless otherwise agreed, the landlord is required to give a tenant 24 hours' notice to

[REDACTED]

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[REDACTED]

74. Which of the following statements about rental agreements entered into in Oregon is true?

[REDACTED]

[REDACTED]

75. According to the Oregon Residential Landlord and Tenant Act, a landlord may

[REDACTED]

76. The Oregon Administrative Rules require an “identifying code” be assigned to each

[REDACTED]

77. With reference to the function of a property manager, which of the following is the responsibility of a property manager?

[REDACTED]

78. An on-site resident manager who is a non-licensed employee of a property manager may

[REDACTED]

79. Federal law requires landlords to disclose known information on lead based paint and lead based paint hazards before leases or sales take effect on

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bedroom apartments for \$250 per month; 11 unfurnished two-bedroom
apartments for \$350 per month; and nine furnished one-bedroom apartments
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82. A property manager leases office space with dimensions of 30 feet by 40 feet

for \$7.25 per square foot per year. The rent per month is

■■■■
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■■■■
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83. Trust account records must be maintained for

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■■■■

84. The Oregon Administrative Rules require a property manager to

■■■■
■■■■
■■■■
■■■■
■■■■

[REDACTED]

85. A property manager must have a written property management agreement with an owner of a property

[REDACTED]

86. An agreement for the management of property must

[REDACTED]

87. A property manager may authorize an on-site resident manager to

[REDACTED]

88. Under the Oregon Administrative Rules, a tenant's rental agreement, among other things, must include all of the following except

[REDACTED]

89. A property manager is responsible to keep which of the following records?

[REDACTED]

90. Under Oregon Administrative Rules, the original, executed property management agreement must be filed and maintained by the property manager

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

91. Susan, a property manager, has been managing Martha's properties for several years. According to Oregon Administrative Rules, what must Susan do if she now wants to use her own independent landscaping business to work on Martha's properties?

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

92. Receipts prepared by a property manager must include, among other things, all of the following except:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

93. A property manager may transfer funds between two or more ledger accounts maintained for the same owner

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

94. In establishing a client's trust account, a property manager must do all of the following except

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

95. Upon receipt from a tenant of funds as a security deposit, the property manager must do all of the following except

[REDACTED]

96. According to the law of agency, a real estate property manager owes her client the duty of

[REDACTED]

97. A property manager can be guilty of misrepresentation by

[REDACTED]

98. The property manager should recommend that the landlord buy all of the following types of insurance except

[REDACTED]

99. According to the Oregon Administrative Rules, a "banking" day is

[REDACTED]

[REDACTED]

100. A credit report is a history of how a person pays his or her bills. As related to a credit report, which of the following is NOT correct:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix C

Client Trust Accounts section of RE 252 Exam

(60% of exam)

Date: _____

Name: _____

Email Address: _____

Place your answer on the separate answer sheet. Your mark must be dark to be properly scored. One answer only per question.

1. Which of the following events would have the effect of terminating a lease?

2. A property manager initiated a program of regularly scheduled maintenance activities where both the interior and exterior of the property including all the equipment and grounds are routinely inspected. Such a program is called

3. Eminent domain is the right of the State to

4. Real property includes

[REDACTED]

5. Which of the following could NOT be real property?

[REDACTED]

6. In regards to the proper handling of a clients' trust account the property manager must

[REDACTED]

7. In real estate, the term "improvements" most nearly means

[REDACTED]

8. Unpaid real property taxes are described as being

[REDACTED]

9. Which law oversees credit bureaus and the access to credit reports?

[REDACTED]

10. Which of the following is a violation of the Federal Fair Housing Laws? A property manager refuses to

[REDACTED]

[REDACTED]

11. Fair Housing laws' primary purpose is the

[REDACTED]

12. A tenant who installs a window air conditioner for his own pleasure and comfort has

[REDACTED]

13. When you attach personal property to a building so that in a legal sense it becomes real property it is called

[REDACTED]

14. A property manager must establish a separate clients' trust account for security deposits

[REDACTED]

15. Following a fire in an apartment the property manager should

[REDACTED]

[REDACTED]

16. The maximum estate that a person may hold in land is called

[REDACTED]

17. A tenant at a property falls down dark stairs to the laundry room that needed repair and better lighting for several months. A claim is filed by the tenant against the property owner for medical expenses. If the tenant is successful and is awarded the claim, which of the owner's insurance policies will pay the claim?

[REDACTED]

18. In property management "risk management" is commonly described as

[REDACTED]

19. An estate for years

[REDACTED]

20. A man had a one-year lease on a residence, which expired July 31, 2012. He stayed on after that date without the consent of the landlord and did not pay any rent. He now holds

[REDACTED]

████████████████████
████████████████████
████████████████████
████████████████████

21. Leslie signed a lease to rent a seashore cottage from June 1, 2012 to August 30, 2012. Leslie had

████████████████████
████████████████████
████████████████████
████████████████████
████████████████████

22. An insurance deductible

████████████████████
████████████████████
████████████████████
████████████████████
████████████████████
████████████████████
████████████████████

23. Mark and Sally Upton owned a 12 unit apartment building as tenants by the entirety. They signed a two-year lease for one unit with Francis Albany. Three months later Mark died. Sally sold the building to George Clooney. This transaction

████████████████████
████████████████████
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████████████████████

24. A man is interested in purchasing an apartment building. It has 9 four-bedroom units, which rent for \$425 per month, 16 three-bedroom units, which rent for \$400 per month, and 18 two-bedroom units, which rent for \$375 per month. Assuming that there is no vacancy factor, what is the annual gross income of the property.

████████████████████
████████████████████
████████████████████
████████████████████
████████████████████

25. Trade fixtures are

████████████████████

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

26.

A pet store has a percentage lease at a rate of 2.5 percent of gross monthly sales. First quarter sales were January, \$9,215; February \$6,744; March, \$9,761. The total rent the tenant paid for the first 3 months was

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

27.

Routine maintenance includes

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

28.

No notice is necessary in Oregon to terminate

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

29.

Non-licensed employees of a property manager may

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

30.

Which of the following statements concerning clients' trust accounts is false?

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

31. Property management agreements may be negotiated and signed by a

[REDACTED]

32. Protected classes under the Fair Housing Act include all of the following except

[REDACTED]

33. Who of the following is required by Oregon law to have a real estate license?

[REDACTED]

34. A broker or property manager engaged in property management for others for a fee in Oregon must

[REDACTED]

35. A property manager must open and maintain at least one clients' trust account

[REDACTED]

36. Pamilia Opland is an active real estate property manager in Oregon and must

therefore maintain records of all her professional real estate activity for a period of

[REDACTED]

37. A licensee can be guilty of misrepresentation by

[REDACTED]

38. Insurance carriers will often send an inspector to the property to assess the

property condition in order to determine

[REDACTED]

39. An entry in an owner's ledger for management fees withdrawn by the property

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[REDACTED]

[REDACTED]

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1870

100

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100

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[illegible]

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1507

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1000 JOURNAL OF POST KEYNESIAN ECONOMICS

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

96.

According to the law of agency, a real estate property manager owes her client the duty of

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

97.

A property manager can be guilty of misrepresentation by

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

98.

The property manager should recommend that the landlord buy all of the following types of insurance except

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

99.

According to the Oregon Administrative Rules, a "banking" day is

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

100.

A credit report is a history of how a person pays his or her bills. As related to a credit report, which of the following is NOT correct:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Real Estate Agency

1177 Center Street NE
Salem, Oregon 97301-2505
PHONE (503) 378-4170
FAX (503) 373-7153

TRUST ACCOUNT RECONCILIATION

OAR 863-015-0275
OAR 863-025-0025
OAR 863-050-0050

Trust Account Title _____

Date: _____

Prepared by: _____

For month of: _____

Bank Name _____

Trust Acct No. (last four digits only): _____

PART I: Bank Statement Balance on: _____

\$ _____

Plus: Deposits not yet credited to bank statement but posted
to check register and file ledgers (Total from Schedule A)

\$ _____

Less: Outstanding checks. Checks written but not yet
appearing on the bank statement (Total from Schedule B)

\$ _____

→ Reconciled Bank Balance as of: _____

PART I TOTAL \$ _____

PART II: Check Register or Journal of Receipts and Disbursements:

→ Balance as of: _____

PART II TOTAL \$ _____

PART III: Total of Ledgers or Security Deposits (from Schedule C)

→ Balance as of: _____

PART III TOTAL \$ _____

These Dates Must be the Same. These Amounts Must be Equal.

PART IV: Reconciliation Summary - Parts I, II and III must be reconciled on the same date to the same amount.

Amount of difference in Totals of Parts I, II and III, if any \$ _____

Explanation of differences and details of corrective action taken:

Reviewed by: _____

(Principal Broker, Property Manager, or Escrow Manager)

Date: _____

NOTE: Trust accounts **must** be reconciled at least monthly. This form is used by the Real Estate Agency for trust account reconciliations. It may be copied and used by real estate and property manager licensees if desired. Another reconciliation form may be used if it contains the same information. Retain the completed and signed reconciliation form, along with all supporting documents, in your records for six years.

1

Schedule A (Deposits Not Yet Showing on Bank Statement)		
Date	File #	Description
TOTAL Schedule A (Enter here and in Part of Reconciliation)		Amount

[illegible][illegible]

NOTE: This form may be copied and utilized for lower volume accounts. For higher volume accounts, it may be necessary to prepare separate schedules.