

Principles of Property Management Program Information Package

Below are the course descriptions and key details for each Property Management course.

Principles of Property Management - Representative

Prerequisite: None.

Materials: *Principles of Property Management - Representative* workbook (print and digital)

Assessment: The *Principles of Property Management - Representative* exam contains 50 multiple-choice questions, each worth two (2) marks. Seventy (70) per cent must be achieved to successfully complete the course. Students have three hours to complete this exam.

Timeline: Students must complete this course within six (6) months from the date of enrollment or within the timeline stipulated by the MFSA (including exams and exam rewrites).

Method of Study: Self study

Course Description: This course is a mandatory course for those wanting to work for a property management brokerage within Manitoba. Individuals who complete this course and satisfy the other registration requirements outlined in *The Real Estate Services Act* and Regulation, will be eligible to apply for registration as a property management representative under the Act. This course equips students with the essential skills and knowledge required to effectively contribute to a property management brokerage. It covers the legal and regulatory requirements of the property management industry, ensuring that students are well-prepared to meet the industry's standards.

Licensing Deadline: Students must apply for their licence with the MFSA within 12 months of completing the *Principles of Property Management – Representative* course.

Principles of Property Management - Manager

Prerequisite: Completion of the *Principles of Property Management - Representative* course. Individuals considering taking this course need to be aware that *The Real Estate Services Act*, which is administered by The Manitoba Financial Services Agency (MFSA), requires that persons applying to register as a property management manager or supervisor have obtained 24 months of experience as a registered property management representative in the 36-month period prior to applying for registration. The MREA cannot assess or verify if a student's past experience/current placement satisfies the MFSA's 24-month experience requirement. Approval of licensing applications is at the sole discretion of the MFSA. Completion of this course is not a guarantee that students will be granted a license as a property management manager or supervisor. Should students have questions regarding registration requirements, they are to contact the MFSA.

Materials: *Principles of Property Management - Manager* workbook (print and digital), *Provincial Real Estate Reference Manual*, and the *Real Estate Encyclopedia (Canadian Edition)*.

Assessment: The final exam will be three (3) hours in length and will include short answer, multiple-choice, and performance-based questions and is based directly on material covered in the workbook. Seventy (70) per cent is the passing mark to be successful in the completion of the course.

Timeline: *The Principles of Property Management - Manager* course, including any corresponding exams must be completed within six (6) months of the enrollment date.

Method of Study: Self study

Course Description: This course is a mandatory course for those wanting to manage a property management brokerage within Manitoba. Individuals who complete this course and satisfy the other registration requirements outlined in *The Real Estate Services Act* and Regulation, will be eligible for registration as a property management manager or supervisor under the Act. The course provides the means for registration for a license that allows a person to provide property management services only.

This course recognizes the unique requirements of property managers, tenants and landlords in an increasingly sophisticated marketplace. The course focuses solely on property management skills and knowledge. Discussions, examples and exercises cover a broad range of areas, including residential, office, retail and industrial.

Licensing Deadline: Students must apply for their licence with the MFSA within 36 months of completing *Principles of Property Management – Manager* and have obtained 24 months of experience as a registered property management representative in the 36-month period prior to applying for registration.

If you would like to understand the differences in duties and responsibilities between a **Property Management Representative** and a **Property Management Manager/Supervisor**, the chart below outlines several key variations. This list is not comprehensive; the courses offer additional detail, but this provides a general overview.

Representative Duties vs. Manager/Supervisor Duties:

Representative	Manager/Supervisor
<p>The day-to-day activities necessary to fulfill the responsibilities of professional property management as assigned by the property management manager or property management supervisor for the brokerage. These include:</p> <ul style="list-style-type: none"> ▪ collecting deposits, rent, condo fees, etc. ▪ advertising and showing property to potential occupants ▪ selecting appropriate tenants ▪ signing lease agreements ▪ signing agreements on behalf of the owner with maintenance staff, landscapers, snow removal companies, repair people, etc. for the provision of their services ▪ implementing safety policies as determined by the property management manager <p>Note that while a property management representative may be required to oversee custodial staff, contractors completing work on a property, security officers, and other individuals who support the operations of the property, they cannot be responsible for supervising other property management representatives. That is the responsibility of the property management manager or property management supervisor.</p>	<ul style="list-style-type: none"> ▪ Trust accounting ▪ Writes and enforces brokerage policies ▪ Ensures that the brokerage is compliant with all applicable legislation ▪ Creates and signs management agreements with property owners ▪ Creates appropriate contracts/lease agreements for use by Representatives ▪ Training and management of Representatives

Frequently Asked Questions

How do I know which course I should take, the *Principles of Property Management – Manager* course or the *Principles of Property Management – Representative*?

It depends on what role you would like to be considered for in the property management industry.

If you are wanting to work within a property management company and in the role of a representative, you would take the *Principles of Property Management – Representative* course. The representative course introduces students to the legal and regulatory requirements of the property management industry, as well as the skills and knowledge they will need to contribute effectively to a property management brokerage. See the specific duties and responsibilities listed on the previous page.

If you are wanting to manage a property management brokerage within Manitoba, you would complete the *Principles of Property Management – Manager* course. The manager course provides the means for registration for a license that is restricted to property management only and does not qualify individuals to undertake any other trade in real estate.

The manager course focuses on the skills and knowledge of those working in a supervisory capacity in a property management brokerage needed to effectively meet their legislative and regulatory requirements. Discussions, examples, and exercises cover a broad range of areas, including residential, office, retail, and industrial property management.

However, individuals considering taking the *Principles of Property Management – Manager* course need to be aware that *The Real Estate Services Act*, which is administered by The Manitoba Financial Services Agency (MFSA), requires that persons applying to register as a property management manager or supervisor have completed the *Principles of Property Management – Representative* course and obtained 24 months of experience as a registered property management representative in the 36-month period prior to applying for registration. The MREA cannot assess or verify if a student's past experience/current placement satisfies the MFSA's 24-month experience requirement. Approval of licensing applications is at the sole discretion of the MFSA. Completion of this course is not a guarantee that students will be granted a license as a property management manager or supervisor.

If you are unsure which course is right for you and your situation, you should contact The Manitoba Financial Services Agency (MFSA) at realestate@gov.mb.ca to inquire.

What is the purpose of the *Principles of Property Management - Representative* course?

This course is a mandatory licensing course required for individuals who wish to be employed as a property management representative by a property management brokerage. It equips students with the essential skills and knowledge required to effectively contribute to a property management brokerage, covering the legal and regulatory requirements of the property management industry.

Are there any prerequisites for the *Principles of Property Management - Representative* course?

No, there are no prerequisites for enrolling in this course.

Are there any prerequisites for the *Principles of Property Management – Manager* course?

Yes, students need to confirm with the MREA that they are eligible to take the course and also have completed the *Principles of Property Management – Representative* course. In addition, students need to be aware that *The Real Estate Services Act*, which is administered by The Manitoba Financial Services Agency (MFSA), requires that persons applying to register as a property management manager or supervisor have completed the *Principles of Property Management – Representative* course and obtained 24 months of experience as a registered property management representative in the 36-month period prior to applying for registration. The MREA cannot assess or verify if a student’s past experience/current placement satisfies the MFSA’s 24-month experience requirement. Approval of licensing applications is at the sole discretion of the MFSA. Completion of this course is not a guarantee that students will be granted a license as a property management manager or supervisor.

What is the method of study for the *Principles of Property Management – Representative* course?

The course is designed for self-study, allowing students to complete it at their own pace.

What materials are provided for the *Principles of Property Management - Representative* course?

Students will receive the *Principles of Property Management – Representative* workbook in a digital format. Those who would like a printed copy may purchase one for an additional fee.

How long do I have to complete the *Principles of Property Management - Representative* course?

The course, including any corresponding exams, must be completed within six months of the enrollment date.

What is the format of the final exam for the *Principles of Property Management – Representative course*?

The final exam is three hours long and contains 50 multiple-choice questions, each worth two marks. A passing mark is 70%.

Can a property management representative supervise other representatives?

No, a property management representative cannot supervise other property management representatives. This responsibility lies with the property management manager or property management supervisor.

What is the licensing deadline after completing the *Principles of Property Management – Representative course*?

Students must apply for their license with the Manitoba Financial Services Agency (MFSA) within 12 months of completing the course.

What is the licensing deadline after completing the *Principles of Property Management – Manager course*?

Students must apply for their license with the Manitoba Financial Services Agency (MFSA) within 36 months of completing the course and have obtained 24 months of experience as a registered property management representative in the 36-month period prior to applying for registration.

I work for a property management firm, and I want to be in a supervisor/manager role, can I take the *Principles of Property Management – Manager course*?

No, individuals must be approved by the Manitoba Financial Services Agency (MFSA) prior to enrolling in the *Property Management Manager* course. To explore enrollment in the manager course, please contact us by email at education@mrea.mb.ca or by phone at 204-772-0405.

I am a licensed real estate salesperson; can I take the *Principles of Property Management – Manager course* and become a property manager and do both careers?

As this question pertains to licensing requirements, you will need to contact The Manitoba Financial Services Agency (MFSA) at realestate@gov.mb.ca to obtain the information.

Can I enroll in the property management manager course without taking the representative course as I want to become a full property manager?

No. To be eligible to register for the *Property Management Manager* course, you must first contact the MREA. We will then connect with the Manitoba Financial Services Agency (MFSA)

to confirm your eligibility. The MFSA is the licensing body for the real estate and property management industry, and the MREA delivers the education on their behalf.

If I have completed the *Principles of Property Management – Manager* course, do I have to come back and complete the representative course when it is available?

No, once the *Principles of Property Management – Manager* course is completed, there is no requirement to complete the representative course.

I have completed the *Principles of Property Management – Manager* course, however I was not aware that I did not meet all the requirements for licensing. What do I do now?

MREA is the education provider for the Manitoba Financial Services Agency (MFSA) for the real estate and property management licensing programs, and therefore students must complete the education requirements with our organization. However, the MREA is not involved with MFSA's licensing registration process and therefore cannot verify if students meet the MFSA's non-education related registration requirements. Should you have questions regarding the licensing requirements for your program, please contact the MFSA at realestate@gov.mb.ca.

It is also important to note that approval of licensing applications is at the sole discretion of the MFSA. Completion of any MREA course is not a guarantee that students will be granted a license for the course they have completed.

Before I register for any property management courses, can you confirm that I meet all the requirements for licensing?

No, MREA is the education provider for the Manitoba Financial Services Agency (MFSA) for the real estate and property management licensing programs, and therefore students must complete the education requirements with our organization. However, the MREA is not involved with MFSA's licensing registration process and therefore cannot verify if students meet the MFSA's non-education related registration requirements. Should you have questions regarding the licensing requirements for your program, please contact the MFSA at realestate@gov.mb.ca.

It is also important to note that approval of licensing applications is at the sole discretion of the MFSA. Completion of any MREA course is not a guarantee that students will be granted a license for the course they have completed.

Can you tell me if I meet the 24-month experience requirement required for licensing before I register and complete the *Principles of Property Management – Manager course*?

No, MREA is the education provider for the Manitoba Financial Services Agency (MFSA) for the real estate and property management licensing programs, and therefore students must complete the education requirements with our organization. However, the MREA is not involved with MFSA's licensing registration process and therefore cannot verify if students meet the MFSA's non-education related registration requirements. Should you have questions regarding the licensing requirements for your program, please contact the MFSA at realestate@gov.mb.ca.

It is also important to note that approval of licensing applications is at the sole discretion of the MFSA. Completion of any MREA course is not a guarantee that students will be granted a license for the course they have completed.

What are the other licensing requirements that I should be aware before I enroll in the property management program?

Any questions regarding licensing or becoming registered with the Manitoba Financial Services Agency (MFSA) should be directed to the MFSA. As the licensing body, they are the appropriate authority to address these requirements.

If you have any additional questions not covered in this document, please contact the MREA Education Department at education@mrea.mb.ca. We would be happy to assist you.

Registration Form | Property Management Representative 2025

Principles of Property Management – Representative is a mandatory licensing course designed for individuals aspiring to work within a property management brokerage in Manitoba. This course equips students with the essential skills and knowledge required to effectively contribute to a property management brokerage. It covers the legal and regulatory requirements of the property management industry, ensuring that students are well-prepared to meet the industry's standards.

Upon successful completion of the course and fulfillment of the registration requirements outlined in *The Real Estate Services Act*, individuals will be eligible for registration as a property management representative.

Name (Legal): _____ Preferred Name: _____
(Last) (First)

Address: _____ Phone: _____

City: _____ Province: _____ Postal code: _____

Email address: _____ Student #:(Office use only) _____

Please select all that apply to your registration:

- Principles of Property Management – Representative** course registration \$1,180.00
(Registration in course includes digital copy of course workbook only)
- I would like to purchase a physical copy of the **Course Workbook**..... \$18.00
- Shipping of materials** (optional)..... \$26.25 (\$1.25 GST Incl.)

If you wish to have course materials shipped to you, please select and include the appropriate shipping fee with your registration fee. If no shipping fee is selected or included, course materials must be picked up from the MREA office.

Registration Options



Email this completed form to education@mrea.mb.ca or fax to 1.888.607.7918. **MREA staff will contact you to obtain your credit card information** (Visa and Mastercard only) and process payment.



Visit our temporary office located at **301-1661 Portage Ave.** during our regular office hours, 8:30 a.m. – 4:30 p.m. Monday to Friday. We accept debit, cash, cheque, Visa, Mastercard, or money order.



Send completed registration along with payment (cash, cheque, or money order) to MREA, 1873 Inkster Blvd., Winnipeg MB R2R 2A6. Post-dated cheques not accepted.

Accommodations

MREA is committed to providing an environment that is inclusive and free of barriers. Accommodations are granted on an individual basis and are dependent on the nature and extent of the request as well as documentation provided. However, submitting a request does not guarantee receiving accommodation. Please contact the education department with your accommodation request via email to education@mrea.mb.ca.

Privacy Statement

The Manitoba Real Estate Association only collects personal information necessary to effectively undertake activities as the membership organization for REALTORS®, and as the provider of real estate education. The member/student consents to the collection, use and disclosure of personal information by the MREA for the purposes outlined above. For more information on our privacy policy, please visit our website at manitobarealestate.com/mrea-privacy-policy.

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