

CRM® - CERTIFIED RESIDENT MANAGER/CBS® CERTIFIED BUILDING SUPERINTENDENT

COURSE OUTLINE - Distance Education Course

YOU, YOUR TENANTS & YOUR PROJECT

- Know your Project
- Apartment Checklist
- Apartment Leasing & Advertising
- Applications for Tenancy
- Security Deposits
- Tenant Relations
- Rent Collections
- Legal Notices

RESIDENTIAL TENANCY LEGISLATION

- Introduction: What is it & who it protects
- Starting a Tenancy
- During the Tenancy
- Ending the Tenancy
- After the Tenancy
- Solving Problems
- Forms

OFFICE SYSTEMS & PROCEDURES

- Tenancy Information Cards
- Receipts & Journals
- Revenue Reports
- Security Deposit Refunds
- Bank Deposits
- Petty Cash
- Inventory Control

MINOR REPAIRS & MAINTENANCE

- Plumbing
- Electrical
- Carpentry
- Dry Walling
- Painting
- Diagrams

JANITORIAL: SUPPLIES, EQUIPMENT & PROCEDURES

- Floor Maintenance
- Mops & Buckets
- Carpet Maintenance
- Mats & Matting
- Sanitation & Odour Control
- Window Cleaning

FIRE SAFETY: CODES & REGULATIONS

- Fire Doors
- Emergency Planning
- Evacuation Procedures
- Fire Codes
- Fire Alarm Systems
- Exit Doors & Exit Signs
- Fire Extinguishers & Sprinkler Systems
- Emergency Lighting

FIRE SAFETY & EQUIPMENT

- Understanding Fire
- Inspections & Maintenance
- Fire Detection
- Emergency Lighting
- Fire Hoses & Cabinets
- Sprinkler Systems
- Classification of Fires

GENERAL COMPLEX CARE

- Types of Ceilings & Walls
- Carpet: Cleaning & Stains
- Major Problems
- Exterior & Interior Maintenance
- Minor repairs
- Maintaining a Healthy Complex

WHMIS - AN INTRODUCTION

- Introduction—new regulations
- Symbols/Pictograms
- WHMIS 2015 Labels
- Hazardous Products
- Hazard Classes & Categories
- SDS: Safety Data Sheet

EMPLOYMENT ASSISTANCE

- Employment Tips: Resume/Cover Letter/Job Search

SUPPLIED BY RMTI

- ⇒ Online Profile with Username & Password
- ⇒ Textbook (online & hardcopy)
- ⇒ 9 Assignments, 9 Chapter Exams & Final Exam
- ⇒ Official Tax Receipt

ON SUCCESSFUL COMPLETION

- ⇒ Official Designation & Certificate of Achievement
- ⇒ Job placement assistance through our **JOB LINK**

COURSE DURATION (Distance Education)

- ⇒ Total course: 120 hours
- ⇒ Full time study: 3 weeks
- ⇒ Part time study: 6 weeks
- ⇒ 12 months to complete the course

EXPERIENCED INDIVIDUALS

If you have past experience, the **RMTI** course, certificate and designation will help you open some doors and some new opportunities.

SUMMARY

Along with your certificate and designation, you will also receive *free lifetime access* to the RMTI **JOB LINK** page, available 24 hours a day.