

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

Provide feedback on your resume and cover letter as well as provide sample templates and ongoing job search support and tips.

SUPPLIED BY RMTI

- ⇒ Online Student Profile with Username & Password
- ⇒ Online Digital Textbook & Course Material
- ⇒ 9 Assignments, 9 Chapter Exams & Final Exam
- ⇒ Official Tax Receipt for tuition fee
- ⇒ Job Search Support & Job Search Tips

ON SUCCESSFUL COMPLETION

- ⇒ Official Designation & Certificate of Achievement
- ⇒ Upon graduation, free lifetime access to the RMTI Job Link page, with access available 24 hours a day.

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.