



# RENT MANAGER CORE CERTIFICATION

## Become a Core-Certified Rent Manager User

As a property management professional, you want to present yourself as an experienced, fully prepared, knowledgeable resource for potential owners. By showing that you're a certified Rent Manager property management software user, you will **position yourself as a leader in the industry**, open doors to future business opportunities, and set yourself apart from your competition!

**But what does "Core-Certified" mean?** Simply put, this certification shows that you've demonstrated the ability to complete standard day-to-day tasks related to property management within Rent Manager. **Topics covered by the Core Certification test include:**

- Identifying Property Bank Accounts
- Understanding Properties in Rent Manager
- Searching/Filtering Units, Tenants, and UDFs
- Matching GL Accounts to Charge Types
- Writing a Check
- NSF a Check
- Understanding "Rent" Charges
- Creating a GL Account Linked to a Charge Type
- Creating a Payment with Allocations
- Creating a Bill
- Setting Up and Post Recurring Charges
- Setting Up and Post Late Fees
- Paying a Bill Including Vendor Credits
- Renewing a lease with Rent Increase
- Depositing with a Journal Entry
- Creating a Prospect
- Converting a Prospect to a Tenant
- Move-Outs with DP Refund

These tasks are often completed by leasing agents, property managers, and even bookkeepers. Passing this hands-on, activity-driven test means you have what it takes to take on any of these standard job functions.

Ready to schedule your certification assessment?

Contact your Sales Representative today at [Sales@RentManager.com](mailto:Sales@RentManager.com).