

Rent Manager Core Certification Prep

The checklist below gives a basic overview of the content covered by the Rent Manager Core Certification assessment. These tasks are often completed by leasing agents, property manager, and even bookkeepers. Passing this hands-on, activity driven test means you have what it takes to handle any of these standard job functions.

TASK	PREPARATION	
○	Understanding Properties in Rent Manager	Given a scenario, you will be asked to identify the proper setup of a portfolio in terms of properties and units.
○	Property Bank Accounts	Understand and identify the operating bank account of a property.
○	Understanding Rent Charges	Understand and identify what are considered rent charges at a property.
○	Searching and Filtering Units	You will be asked to use a unit filter and report the results.
○	Searching and Filtering Tenants	You will be asked to use a tenant filter and report the results.
○	Searching and Filtering UDFs	You will be asked to use a UDF filter and report the results.
○	Match GL Accounts to Charge Types	You will need to identify the connection between charge types and GL accounts to make setup decisions.
○	Create a Payment with Allocations	You will be asked to enter payments towards specific charges.
○	Write a Check	You will be asked to write a check with the specified details.
○	NSF a Check	You will be asked to mark a payment for non-sufficient funds.

TASK

PREPARATION



Create a Bill

You will be asked to create a vendor bill with the specified details.



Create a GL Account Linked to a Charge Type

You will be asked to create a GL account and then a charge type linked to that GL.



Set Up Recurring Charges

You will be asked to set up recurring charges at multiple levels (property, unit, etc.).



Post Recurring Charges

You will be asked to post recurring charges for a property.



Set Up Late Fees

You will be asked to establish a late fee structure for a property.



Post Late Fees

You will be asked to post late fees for a property.



Pay a Bill + Vendor Credits

You will be asked to pay bills and apply a vendor credit to one of those bills.



Lease Renewal + Rent Increase

You will be asked to perform a lease renewal and increase the rent for that tenant on the renewal date.



Deposit with a Journal Entry

You will be asked to use a journal entry to transfer security deposit funds between banks.



Create a Prospect

You will be asked to create a prospect account using all of the provided information.



Convert a Prospect to a Tenant

You will be asked to convert a prospect and make sure the appropriate recurring and one-time charges are established for the new tenant record.



Move-Out + DP Refund

You will be asked to move out a tenant, apply charges, and perform a security deposit refund.