



## Fee-based Management Certification Prep

The checklist below gives a basic overview of the content covered by the Rent Manager Fee-Based Management Certification assessment. This certification shows that you've demonstrated the ability to complete all of the important tasks related to fee-based property management using Rent Manager.

TASK	PREPARATION
 <b>Fee-Based Workflow</b>	Do you understand the “normal” monthly activities of a fee-based management company and the order in which those activities are recommended to be performed?
 <b>Setup for Fee-Based Management</b>	When establishing your fee-based management company within Rent Manager, what exactly has to be set up?
 <b>Add an Owner</b>	You will be asked to create a new owner account in Rent Manager. You must make sure to add all of the pertinent information related to that new account.
 <b>Trust Accounts</b>	You must demonstrate your knowledge of a “trust” bank account that will be used to manage owner funds.
 <b>Understanding the Owner Statement</b>	You will be asked to run an Owner Statement and answer basic questions about information in the report.
 <b>Post Management Fees</b>	You will be asked to post management fees for a specific owner.
 <b>Generate an Owner Check</b>	You will be asked to perform an owner distribution.
 <b>Create and Manage Standard Fee Setups</b>	You will be asked to set up management fees for a property using the “Standard” method.
 <b>Pass Through Account Setup</b>	You will be asked to set up pass through fees on a property.
 <b>Understanding Pass Through Accounts</b>	You will demonstrate an understanding of how pass throughs work and their impact on financial statements.

## TASK

## PREPARATION

### Fee Accounts and Income Charge Types

You will be asked to further itemize preestablished management fees to adjust how they are reported on owner statements and the management company's P&L.

### Understanding Standard Management Fees

You will perform basic troubleshooting on why a given transaction did not have a management fee collected on it.

### Transactions Created by Management Fee Posting

You will examine the system preferences of the database you were provided to determine which types of transactions are created when management fees are posted.

### Owner Maximum Payout

You will correctly identify the "maximum payout" formula used by Rent Manager for the Write Owner Checks feature.

### Settings That Impact Owner Payout

You will be asked to configure additional options that will withhold funds from a typical owner distribution.

### Understanding Manual Owner Payout

You will demonstrate an understanding of how the Manual Owner Payout feature works.

### Manual Owner Payout

You will perform an owner distribution using the Manual Owner Payout feature.

### Record an Owner Contribution

You will process an owner contribution.

### Owner Contributions on the Owner's Statement

You will identify the impact of an owner contribution on an Owner Statement.

### Withhold Prepayments from a Distribution Check

You will set up Rent Manager to prevent prepayments from being paid out to owners.

### Create and Manage Advanced Fee Setups

You will be asked to set up the management fees for a property using the "Advanced" method.

### Advanced Fee Posting Date Range

Given a scenario, you will identify the date range that Rent Manager will use to calculate fees for a property with an Advanced management fee setup.

### Predicting Advanced Management Fees

Based on the fee setup of a property, you will predict how much Rent Manager will calculate for management fees, if posted.

### Advanced Management Fee Triggers

You will be asked to demonstrate a knowledge of when and how often certain types of fees are posted based on the Advanced method.