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# **Property Manager Skills Quiz**

Name:

Email Address:

Phone Number:

1. A long-term tenant on a month to month lease, who has paid on time for 18 months, fails to pay rent this month. How do you proceed?
2. A tenant’s lease is about to expire and the owner has advised that they want to renovate rather than renew. What type of notice do you provide this tenant to terminate the tenancy?
3. List four protected classes under Fair Housing law.
4. How much notice do you need to provide in order to enter a unit for maintenance?
5. What insurance does a maintenance vendor need to carry?
6. When would a property inspection be made?
7. List six items that would be inspected upon a move-out.
8. The monthly utility (water, sewer and trash) bill for a building in January was $123.00, The tenant pays water, sewer and trash and moved in on Jan. 17th. How much should the tenant be charged for January?
9. Monthly rent is $1750.00. Security deposit is $2125.00. Additional pet security deposit is $300.00 per pet. The tenant is moving in on the 8th of April with one service dog. Money is due at lease signing. How much money does the tenant bring to the lease signing?
10. A 1958 Craftsman Bungalow has ceiling damage from a roof leak. Please describe the steps you’d take to get the ceiling repaired.

When complete, attach your completed quiz to an email and send it to: grantiegateskills@gmail.com