

## **Real Estate Professional Knowledge Base**

Topics from the Real Property Administrator (RPA) Courses – courtesy of BOMI at [www.bomi-edu.org](http://www.bomi-edu.org)

A commercial real estate professional is a generalist who gains an understanding about most of these topics and becomes quite knowledgeable and skilled in many of them. These areas describe the knowledge base that is developed during the course of a career in commercial real estate.

### **Design, Operation & Maintenance of Building Systems**

- Building design and construction
- Construction materials
- Structural systems
- Heating, ventilating, and air conditioning
- Plumbing systems
- The building envelope
- Building system controls
- Life-cycle costing
- Roofing
- Interior walls, ceilings, and flooring
- Security
- Fire protection systems
- Electricity (AC and DC) and its applications in building systems
- Energy management
- Pest control and solid waste management
- Vertical transportation systems
- Lighting systems
- Window cleaning and architectural metal maintenance
- Landscaping and parking

### **Real Estate Investment & Finance**

- Asset valuation and enhancement
- Costs and taxes
- Capitalization
- Site and building analysis
- The appraisal process
- Discounted cash flow measurement
- Ownership vehicles
- The basics of lending and current lending practice

### **Budgeting and Accounting**

- Record keeping requirements
- Revenue and expenditure cycles
- Cash basis income statement
- Financial statements
- Annual reports
- Lease abstracts
- Income and expense budgeting
- Working with capital

### **Fundamentals of Real Property Administration**

- Ethics, tasks, and responsibilities of property managers
- Asset management
- Economics
- Owner/tenant relations
- Retention, improvements, marketing, and leases

- Safety and security
- Contracting services
- Reporting and control systems
- Environmental issues

### **Leasing and Marketing for Property Managers**

- Market analysis, survey conditions, and planning
- Ownership and investment
- Renewal and tenant satisfaction
- The leasing plan, including lease negotiations
- Public relations and advertising
- Tenant prospecting and space allowance

### **Environmental Health & Safety Issues**

- Regulatory overview
- OSHA and EPA relations
- Hazard communication
- Emergency response
- Asbestos and lead management
- Office and industrial ergonomics
- In door air quality
- Air emissions and pollution control
- Storage tanks
- Hazardous waste
- Site assessment
- Audits, record keeping, and legal issues

### **Law and Risk Management**

- Conveying and financing real estate
- Contracts
- Property interests
- Premises liability
- Environmental law and concerns
- Employment relationships and agency
- Introduction to risk management
- Insurance company operations
- Principles of insurance and insurable risk
- General liability insurance and employee benefit plans
- Loss exposures

### **Asset Management**

- Strategic planning
- Investment analysis
- Operation analysis
- Property acquisition and disposition
- Retaining and attracting tenants

### **Ethics Is Good Business**

- Tenant relations
- Confidentiality
- Record keeping
- Trade secrets
- Proper use of funds
- Conflicts of interest