



KEYSTONE CHAPTER
community
ASSOCIATIONS INSTITUTE

Building Better Communities

throughout Pennsylvania, South Jersey & Northern Delaware





Title 49 § 35.201. Definitions

Broker—An individual or entity holding either a standard or reciprocal license, that, for another and for a fee, commission or other valuable consideration, does one or more of the following:

- (i) Negotiates with or aids a person in locating or obtaining for purchase, lease or acquisition of interest in real estate.
- (ii) Negotiates the listing, sale, purchase, exchange, lease, time share and similarly designated interests, financing or option for real estate.
- (iii) **Manages real estate.**



For a PA Broker's license, you need to:

- Be 21 or and a high school graduate
- Complete 16 credits (240 hours) approved broker real estate education
- Have worked three (3) years as a licensed real estate salesperson
- Document 200 points earned by specific real estate sales and rental experience (selling, listing, renting, etc.)
- Pass the Brokers' license exam



Do **YOU** Manage Real Estate?

Are you a Community Association Manager (CAM)? or

a “Property Manager?”

Managing Association Assets **vs**
Managing Real Estate.



Role of a CAM (from M-100 Course)

- a. Roles and responsibilities of owners, committees, and board members
- b. 10 steps to developing rules
- c. How to maintain records for legal support of board actions
- d. Manager's role in organizing and assisting in board meetings
- e. Manager's role in preparing the draft budget
- f. Seven characteristics of an effective collection policy
- g. Overview of financial operations
- h. Characteristics of insurance as a contract
- i. How to develop effective maintenance records
- j. How to prepare a bid request for RFP
- k. Key contract provisions



Role of Real Property Leasing Agent

1. List properties for sale or rent
2. Prepare leases
3. Show properties for rent
4. Help the landlord to select owners or occupants
5. Perform credit checks
6. Perform criminal background checks
7. Collect rent & remit to landlord
8. Collect and hold security deposits, per statute
9. Properly dispose of security deposits
10. Enter into a property management contract with a landlord-owner
11. Assist landlord with ordering and overseeing repairs
12. Rehabilitate an individual dwelling to prepare for new occupancy.



What Can YOU Do Today?

Support our PA-LAC with donation from your company & associations

Contact

State Real Estate Commission

P.O. Box 2649, Harrisburg, PA 17105-2649

Phone - (717) 783-3658

Fax - (717) 787-0250

RA-REALESTATE@pa.gov



Contact the Real Estate Commission

Professional Members:

Ferrara Jr., Armand (Chairperson)
6/8/20 - 6/8/25 USQ for Six Months

Johnson, Jeffrey J. (Secretary)
9/20/17 - 9/20/22 USQ for Six Months

McGettigan, Joseph J.
6/26/17 - 6/26/22 USQ for Six Months

Rubin, Anne M.
4/19/17 - 4/19/22 USQ for Six Months

Seebeck, Edward L.
9/20/17 - 9/20/22 USQ for Six Months
Cemetery Broker Seat

Tarantino, Jr., Joseph (Vice Chairperson)
09/24/19 - 09/24/24 USQ for Six Months

Public Members: **Piccirilli, Gaetano** (Public Member)
10/23/19 - 10/23/24 USQ for Six Months

Designees: **Claggett, Arion R.** (Commissioner of Bureau of Professional and Occupational Affairs)
Thomson, Esq., Jennifer (Consumer Protection) Office of Attorney General