
THE ASSOCIATION

PAMA - The Professional Association of Managing Agents, is a non-profit organization founded in 1970 to promote professional and ethical residential property management. Members recognize responsibilities to their investors, clients and to the community in general, when performing their duties in the management of residential rental properties, strata titled properties and any other properties under their jurisdiction.

2018 PAMA EXECUTIVE

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Associa BC*

VICE PRESIDENT

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Quay Pacific Property Management*

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Action Integrated Security Solutions

Sam Chan

*Coinamatic Canada Inc
(Alternate)*



**PROFESSIONAL
ASSOCIATION OF
MANAGING AGENTS**

**PROFESSIONAL
EDUCATED
INFORMED
ETHICAL
ACCOUNTABLE**

Executive Director

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Administrator

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Certified
Professional
Residential
Property
Manager



**PROFESSIONAL
ASSOCIATION OF
MANAGING AGENTS**



CPRPM® DESIGNATION

This designation is available to practising, licensed professional property managers with at least 3 years of practical experience who have attained the educational requirements defined by PAMA.

To maintain this designation an individual must remain active in the property management industry. A minimum level of continuing education and training as defined by PAMA is mandatory.

EDUCATION

Community Colleges such as Langara College in conjunction with PAMA offer the Property Management Certificate program for those who wish to upgrade their skills or enter into the Property Management field.

These programs are generally available through the Real Estate Studies Departments. Full details of courses are available from Langara College @ (604) 323-5409. For additional information on the CPRPM® programme please contact the PAMA office @ (604) 267-0476.

BENEFITS

The CPRPM® designation given by PAMA - the Professional Association of Managing Agents, is the only provincially recognised designation that identifies individuals dedicated to the residential property management industry.

Through PAMA membership, CPRPM® designates enjoy regular educational seminars and are provided with up to date industry information through various publications and forums.

CPRPM® ANNUAL DUES

In addition to member dues \$195

APPLICATIONS

For application forms please contact the PAMA office.



PROFESSIONAL ASSOCIATION OF MANAGING AGENTS

QUALIFICATIONS

To receive the CPRPM designation, an applicant must meet the stipulated CPRPM education and experience requirements, or, alternatively, demonstrate a combination of education and experience that, in the opinion of the CPRPM Review Committee, is equivalent to the stipulated designation requirements.

In all cases, the CPRPM designation is granted to members of PAMA whose professional conduct exemplifies (1) a high standard of residential property management practice and (2) adherence to the PAMA Code of Conduct.

Education Requirement

Satisfactory completion of approved Foundation Courses and Elective Courses with a total value of 240 points, as described below:

Foundation Courses – 120 points

Four credit courses offered by a university, college, or professional real estate association as follows:

- a residential property management course (30 points)
- a building maintenance or operations course (30 points)
- a business communications course (30 points)
- an accounting course (30 points)

Elective Courses – 120 points

Satisfactory completion of any combination of approved courses to a total value of 120 points. Example courses offered by post-secondary institutions and professional real estate associations include the following:

- Advanced Strata Management (30 points)
- Real Estate Appraisal (30 points)
- Real Estate Law (30 points)
- Real Estate Investment Analysis (30 points)
- Residential Construction (30 points)
- Human Resource Management (30 points)
- Negotiation and Dispute Resolution (30 points)
- Other courses that are relevant to residential property management and approved by PAMA (a college or university course is normally 30 points)
- REP courses offered by PAMA (full day = 6 points)

Experience Requirement

The applicant must:

1. Be directly involved in the management of residential property
2. Be licensed under the Real Estate Services Act of B.C., if applicable
3. Hold membership in PAMA
4. Be responsible for a portfolio of at least 200 residential rental units or 500 residential strata units. This experience must span at least 3 years.
5. Have experience that includes at least 12 of the following 17 functions:

- Preparing a rental property management plan
- Providing financial management, including budget preparation and financial statement analysis
- Performing monthly and annual cash flow analysis
- Preparing capital expense plans, including life-cycle costing of equipment
- Managing properties on a daily basis
- Hiring, supervision, and education of staff, including compliance with the Residential Tenancy Act if applicable
- Implementing or managing maintenance programs, including environmental and energy management programs
- Establishing or maintaining risk management, safety, and emergency preparedness plans
- Ensuring all insurance requirements are met
- Complying with all applicable legislation and regulations
- Bidding, negotiating, and entering into contracts with professionals/contractors
- Making regular on-site inspections
- Establishing or maintaining operating policies and procedures
- Preparing or implementing a building marketing plan, including local market analysis and policies for tenant retention
- Facilitating strata council meetings and general meetings
- Advising on compliance matters regarding the Strata Property Act
- Responding to legal issues and handling dealings with legal counsel.

