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

President
Susan MacGregor
Associa BC

Vice President
Leslie Haycock
Quay Pacific Property Management

Treasurer
Jason Kurtz
Stratawest Property Management Ltd.

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Action Integrated Security Solutions

Sam Chan
Coinamatic Canada Inc
(Alternate)

PROFESSIONAL
EDUCATED
INFORMED
ETHICAL
ACCOUNTABLE

Executive Director
Roger Williams
email: ed@pama.ca

Administrator
Liz Gosselin
email: admin@pama.ca

Events Coordinator
Lenka Henar
events@pama.ca

Administrative Assistant
Lindy Gray
office@pama.ca

340 - 2025 West 42nd Avenue,
Vancouver, BC.
V6M 2B5

Telephone: (604) 267-0476
Facsimile: (604) 267-0479
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.