RentalSphere | EDUCATE • EMPOWER • ELEVATE

CORE PROGRAMME

Comprehensive Overview of Rental Management Essentials

Course Code: RP100



> **A property practitioner shall not accept a mandate if the performance of that mandate requires specialised skill or knowledge falling outside their field of competence.**
>
> – PROPERTY PRACTITIONERS ACT • CODE OF CONDUCT

Do your new team members have the skills?
Or are they acting in breach of the PPA?

Most new rental team members don't know where that line is. Because nobody told them. CORE is the structured training programme that changes that — for every new agent, administrator and support staff member in your rental team.

It's not a training gap. It's a liability gap.

What your team member does in your employ puts you at risk. The legal principle of vicarious liability applies whether you know about it or not.

CORE is the right investment if...

- You've just taken on a new agent, admin or support staff member
- You don't have a structured, documented induction programme
- You want a reliable, repeatable training standard for every new hire
- You want to reduce your agency's exposure to PPRA investigations and HRC referrals

SIX MODULES. THE COMPLETE RENTAL MANAGEMENT FOUNDATION.

Five on-demand episodes plus a bonus module — 10+ hours of structured, expert-led content covering the full rental lifecycle.

RP100-1
Role & Legislation
PPA, FICA, CPA, POPIA, NCA, PIE Act — what each requires and why it applies to your team

RP100-2
Mandates & Compliance
Mandate authority, trust accounts, FICA obligations, POPIA, Matrimonial Property Act

RP100-3
Marketing & Applications
Legal property marketing, tenant vetting, fraudulent documents, lease agreement essentials

RP100-4
Onboarding & Lease Mgmt
Ingoing inspections, arrears, maintenance, CPA Section 14, end of lease process

RP100-5
Breach Management
Breach process, notices, eviction basics, cancellation penalties — co-presented with Elize le Roux (Xpello)

RP100-6
BONUS: Fiduciary Duty
What it means to act as a fiduciary, the obligations it creates, and why every agent must understand it

CERTIFICATE OF COMPLETION included

LIFETIME ACCESS yours forever

INSTANT ACCESS ON ENROLMENT start immediately

SOUTH AFRICA FOCUSED legislation & best practice

WHEN YOUR TEAM MEMBER COMPLETES CORE THEY WILL KNOW:

WHAT THE LAW REQUIRES
Understand the PPA, key legislation and regulatory obligations.

WHAT AUTHORITY THEY HAVE
Know what a mandate allows — and what it doesn't.

HOW TO COMPLY IN PRACTICE
Apply mandates, POPIA, FICA and tenant laws correctly.

HOW TO PROTECT THE AGENCY
Reduce risk, avoid costly mistakes and stay compliant.

HOW TO MANAGE THE PROCESS
Confident in handling landlord instructions, applications, leases and renewals.

HOW TO ACT PROFESSIONALLY
Deliver consistent, ethical service that strengthens trust and your reputation.

ONE TEAM. ONE STANDARD.

Reduce risk. Improve consistency. Protect your agency.



A structured foundation for every new team member in your rental team.

THE FULL RENTAL LIFECYCLE. COVERED.

CORE takes your team member from onboarding to offboarding with confidence.

ONBOARD
Induction, role clarity and legal responsibilities.

MANDATE
Authority, trust accounts and mandate compliance.

MARKET
Legal marketing, tenant vetting and fair practices.

LEASE
Agreements, terms, clauses and legal essentials.

MANAGE
Inspections, maintenance, communications and dispute handling.

OFFBOARD
Lease end, renewals, cancellation and record keeping.

TRUSTED BY PROPERTY PROFESSIONALS

> "Although I have full status NQF4 I found the course very informative and practical. Definitely recommend it."
>
> ★★★★★
>
> **JJ Blom**

> "Every rental agent should have these insights before getting into more detail.
>
> ★★★★★
>
> **Anthony Ketcher**

> "A true induction indeed... covers everything a Property Practitioner needs to know.
>
> ★★★★★
>
> **Elizabeth Montwedi**

> "A very valuable refresher... well worth the investment of money and time."
>
> ★★★★★
>
> **Carlo Mariani**

INNER CIRCLE MEMBER BENEFIT

50% OFF CORE ACCESS

Because excellent training should be accessible to every agency committed to doing things the right way.

50% discount on CORE access

Invest in your team. Strengthen your business.

Build a compliant, confident and professional team.



LEARN MORE ABOUT CORE

Build capability. Reduce risk. Elevate your agency.

FOR AGENCY LEADERS & BUSINESSES
rentalsphere.co.za/core-biz

FIND OUT MORE ABOUT THE INNER CIRCLE
rentalsphere.co.za/ric

HAVE QUESTIONS?
WhatsApp me on
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THE ACT DEFINES THE STANDARD.
CORE HELPS YOUR TEAM MEET IT.