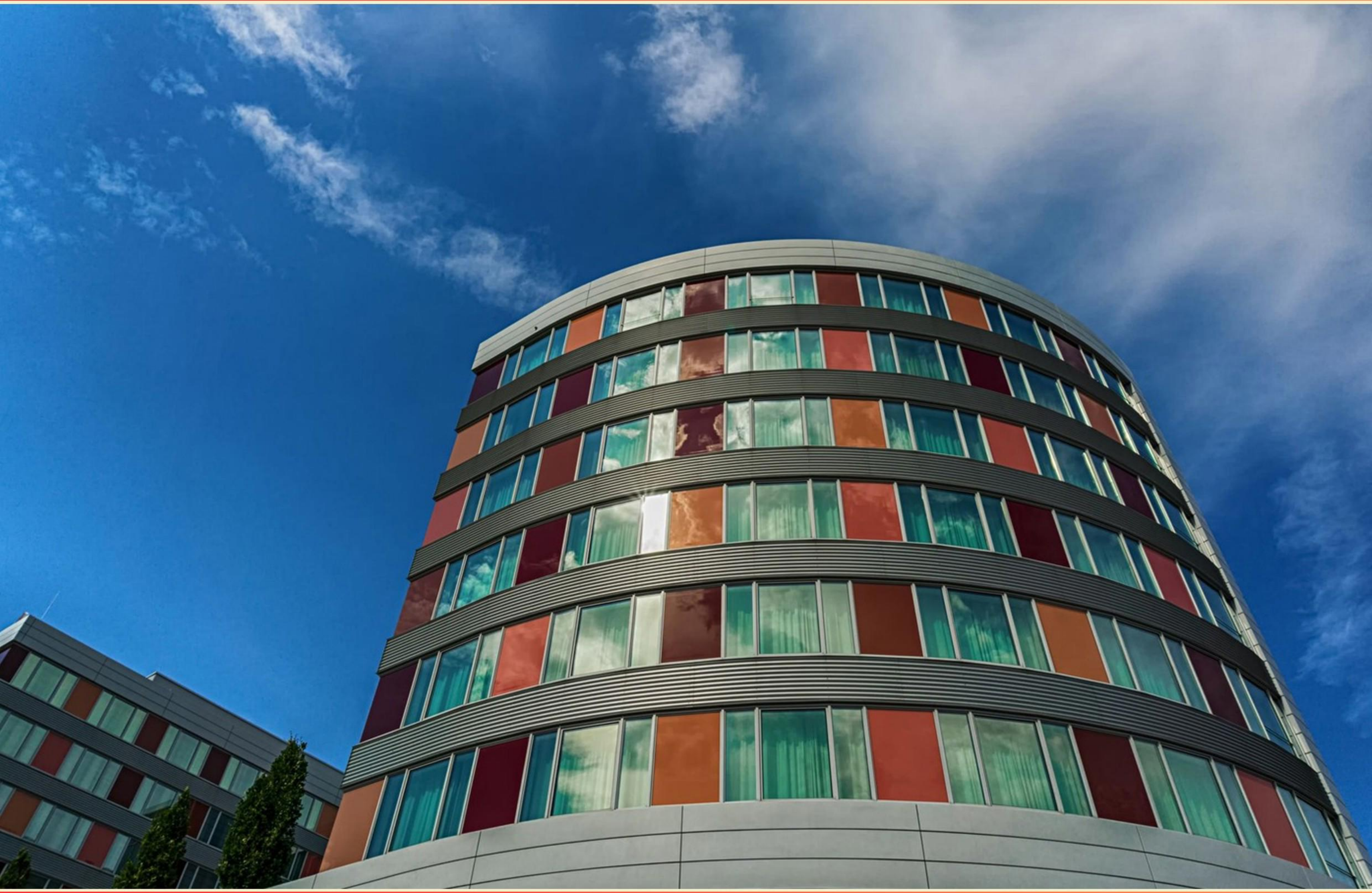
DC PROPERTY MANAGER (PM) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

https://dcpm.examzify.com

Table of Contents

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

• Practice answering questions under realistic conditions,

• Improve accuracy and speed,

• Review explanations to strengthen weak areas, and

• Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

1. What are the key dates for heating on and off in the seasonal schedule?

A. On Oct 1; Off Apr 30
B. On Oct 31; Off May 31
C. On Nov 1; Off May 31
D. On Oct 15; Off May 15

2. Which term is linked to the year 1980?

A. Coinversion & Sale
B. Smoke Detector
C. Rent Control
D. BZA

3. Which mail service is used?

A. USPS
B. UPS
C. FedEx
D. DHL

4. Which option describes the rent structure in a percentage lease?

A. Rent plus taxes and insurance
B. Rent only
C. Rent plus maintenance
D. Rent plus a percentage of sales

5. Which division administers the Rental Housing Act?

A. Housing Authority
B. Department of Buildings
C. Union of Housing and Urban Development
D. Rental Accommodation Division (HRA)

6. Which items must be preserved for three years?

A. Name, Address, Job, DOB < 19, Rate, Hours Worked
B. Social Security Number
C. Medical Records
D. Credit Card Numbers

7. What timeframe is specified for notice of discrimination complaints?

A. 3 Days

B. 5 Days

C. 7 Days

D. 9 Days

8. In foreclosure, TOPA rights are typically:

A. TOPA rights remain applicable

B. TOPA rights are not applicable

C. TOPA rights automatically convert

D. TOPA rights transfer to tenants

9. In relation to security deposits, what does the term 'Interest Bearing Account (30 Days)' describe?

A. A loan to the tenant

B. A deposit held in an interest-bearing account

C. A non-interest-bearing savings option

D. A cash reserve held by the landlord

10. Which item is listed as an exemption to the Rental Housing Act?

A. Fed or DC Land

B. Rentals after 1975

C. Someone with less than 4 rentals

D. Accommodations with a building plan with DCHD

Answers

1. D
2. A
3. A
4. D
5. D
6. A
7. B
8. B
9. B
10. A

<u>Explanations</u>

1. What are the key dates for heating on and off in the seasonal schedule?

A. On Oct 1; Off Apr 30

B. On Oct 31; Off May 31

C. On Nov 1; Off May 31

D. On Oct 15; Off May 15

Seasonal heating on and off dates are set to provide warmth when cooler weather begins and to stop heating when temperatures stay comfortable, balancing tenant comfort with energy use. Starting in mid-October and ending in mid-May hits that balance in a temperate climate: heat is available as fall cools and winter sets in, then turned off as spring warms and summer approaches. The mid-October start helps cover early cool nights, while the mid-May end avoids heating during late-spring warmth. Other date pairs either start too early or end too late, which wastes energy, or start too late or end too early and risks tenants being without heat during chilly periods.

2. Which term is linked to the year 1980?

A. Coinversion & Sale

B. Smoke Detector

C. Rent Control

D. BZA

In DC property management practice, the term linked to 1980 refers to coinversion and sale. This concept covers converting rental properties into individually owned units (condos or co-ops) and the ensuing sale of those units. The 1980 timeframe is historically associated with formalizing these conversions and the related sale processes in DC real estate regulation, making this term the one tied to that year. The other topics—smoke detectors, rent control, and the Board of Zoning Adjustment (BZA)—are important in practice but are not specifically linked to a single year in the same way.

3. Which mail service is used?

A. USPS

B. UPS

C. FedEx

D. DHL

In property management, the standard way to send routine mail and official notices is through the United States Postal Service. USPS is the default method because it provides broad delivery coverage, and it supports options like certified mail or priority mail to document delivery, which is important for notices tied to leases or legal requirements. Private carriers such as UPS, FedEx, and DHL are typically used for packages and express shipments, not for delivering official notices that may require proof of delivery or service to a tenant. That's why USPS is the best choice in this context.

4. Which option describes the rent structure in a percentage lease?

A. Rent plus taxes and insurance

B. Rent only

C. Rent plus maintenance

D. Rent plus a percentage of sales

This question tests how a percentage lease calculates rent. In a percentage lease the tenant pays a base rent fixed amount plus a portion tied to the business's gross sales. This structure aligns the landlord's income with the tenant's performance—as sales go up, rent rises accordingly. There is often a breakpoint, so once sales exceed that level, a percentage of the excess is charged as additional rent, though many explanations frame it as a percentage of gross sales above the breakpoint. For a simple illustration, imagine a base rent of 4,000 per month with a 5% rate on sales over a 200,000 annual breakpoint; if sales stay under the breakpoint, you pay only the base rent, and if they exceed it you pay base rent plus 5% of the excess. This is distinct from fixed rent, rent plus taxes and insurance, or rent plus maintenance, which do not tie rent to sales performance.

5. Which division administers the Rental Housing Act?

A. Housing Authority

B. Department of Buildings

C. Union of Housing and Urban Development

D. Rental Accommodation Division (HRA)

The division that administers the Rental Housing Act is the Rental Accommodation Division (HRA). This unit is the one dedicated to overseeing rental housing rules, including registering rental properties, issuing licenses if required, conducting inspections, and enforcing compliance with the act. The Housing Authority typically handles public housing programs, the Department of Buildings focuses on building codes and safety, and a union isn't a government agency responsible for administering statutes. So the Rental Accommodation Division (HRA) is the correct division.

6. Which items must be preserved for three years?

A. Name, Address, Job, DOB < 19, Rate, Hours Worked

B. Social Security Number

C. Medical Records

D. Credit Card Numbers

Keeping certain payroll records for at least three years is a standard wage-and-hour requirement. The items that must be preserved—an employee's name, address, job title or duties, date of birth (to verify if they're under 19 for child labor rules), the rate of pay, and the hours worked—provide the essential facts needed to prove how much was earned and that work hours and pay complied with labor laws. This three-year window creates a reliable trail for audits, wage disputes, or enforcement reviews. The other items aren't part of that three-year payroll retention rule. Social Security numbers are highly sensitive and aren't mandated to be kept for three years in this context. Medical records are governed by privacy and health information laws and typically require their own, longer, and more secure handling. Credit card numbers are not kept in payroll records and, if stored at all, are managed under separate security standards and not tied to the three-year wage-and-hour requirement.

7. What timeframe is specified for notice of discrimination complaints?

A. 3 Days

B. 5 Days

C. 7 Days

D. 9 Days

Prompt notice of a discrimination complaint is essential to start the investigation and protect everyone's rights. Five days is the standard timeframe for acknowledging and notifying about a discrimination complaint because it ensures the issue is taken seriously without delay, allows the complainant to be heard promptly, and gives the property manager time to gather facts and coordinate with the relevant regulatory or legal bodies. A too-rapid window, like three days, could be impractical for properly documenting the claim; longer windows, such as seven or nine days, risk delays that hinder timely resolution and may run afoul of policy requirements. In short, five days balances the need for quick action with the practicalities of investigation and compliance.

8. In foreclosure, TOPA rights are typically:

A. TOPA rights remain applicable

B. TOPA rights are not applicable

C. TOPA rights automatically convert

D. TOPA rights transfer to tenants

TOPA rights are about giving tenants a chance to buy when the owner voluntarily decides to sell. In a foreclosure, the property is transferred through a judicial process to satisfy the lender, not through a voluntary sale by the owner. Because the sale isn't initiated by the owner for transfer to a third party, the TOPA process isn't triggered, and those rights don't apply to the foreclosure action. After foreclosure, the new owner isn't inheriting any TOPA rights from the old ownership in this context. TOPA protections would come into play only if the owner voluntarily sought to sell under TOPA, not when the property is foreclosed.

9. In relation to security deposits, what does the term 'Interest Bearing Account (30 Days)' describe?

A. A loan to the tenant

B. A deposit held in an interest-bearing account

C. A non-interest-bearing savings option

D. A cash reserve held by the landlord

The key idea is how security deposits are kept and managed. A security deposit is money the tenant provides to the landlord to cover potential damages, not money the tenant borrows or repays. The phrase "Interest Bearing Account (30 Days)" describes placing that deposit into an account that earns interest, rather than leaving it as idle cash. The "30 Days" part usually signals the required timeframe to move the deposit into that interest-earning account after receipt, ensuring the funds aren't tied up as simple cash and that they earn interest as required by policy or law. So this choice best matches the standard practice: the deposit is held, not loaned to the tenant, and it's kept in an account that accrues interest. The other options don't fit because they imply the tenant is owed a loan, or they describe non-interest-bearing or just cash reserves rather than an interest-earning holding arrangement.

10. Which item is listed as an exemption to the Rental Housing Act?

A. Fed or DC Land

B. Rentals after 1975

C. Someone with less than 4 rentals

D. Accommodations with a building plan with DCHD

Some rentals aren't covered by the Rental Housing Act because government ownership places them outside the private rental framework. The main idea is that exemptions are carved out for properties that operate under different rules, typically when the land or housing is owned by the federal government or the District itself. When a property sits on federal or DC land, its leases and standards are governed by government procedures rather than the Rental Housing Act's private-sector protections, so it's exempt from that Act. The other options don't fit because they don't establish a government ownership status. Renting after a certain year, the landlord's portfolio size, or a building plan approved by the housing department involve regulatory oversight within the Act or related building and licensing rules, not exemptions.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://dcpm.examzify.com

We wish you the very best on your exam journey. You've got this!