

IRPM Affiliate Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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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

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- 1. Which breach could lead to placing tenants in dangerous conditions?**
 - A. Health, safety and fire**
 - B. Financial mismanagement**
 - C. Perjury**
 - D. Trespass**

- 2. Under which act do leaseholders have the right to request details of service charge expenditure?**
 - A. Section 20 of the Landlord and Tenant Act 1985**
 - B. The Companies Act 2006**
 - C. Section 22 of the Landlord and Tenant Act 1985**
 - D. Section 21 of the Landlord and Tenant Act 1985**

- 3. Which of the following is NOT typically a responsibility of a property manager?**
 - A. Negotiating leases**
 - B. Collecting rent**
 - C. Designing architectural plans**
 - D. Maintaining the property**

- 4. What is a key responsibility of a property manager?**
 - A. To find tenants for the property**
 - B. To ensure the property is maintained and compliant with safety regulations**
 - C. To negotiate rent prices**
 - D. To manage tenant disputes**

- 5. What is the role of property management software?**
 - A. To conduct tenant screening processes**
 - B. To assist in efficiently managing rental properties and tracking payments**
 - C. To serve as a legal document for lease agreements**
 - D. To provide legal advice to landlords and tenants**

- 6. What does "void period" refer to in property management?**
- A. The time when the property is being renovated**
 - B. The time when a property is unoccupied and not generating rental income**
 - C. The time when the property is under lease**
 - D. The time when the landlord is conducting viewings**
- 7. Which factor is crucial in preventing disputes between landlords and tenants?**
- A. Regular rent increases**
 - B. Clear and consistent communication**
 - C. Limitations on tenant access to property**
 - D. Strong legal threats**
- 8. What could be a reason for a tenant to seek legal advice?**
- A. To negotiate a higher rent**
 - B. If they feel intimidated or harassed by their landlord**
 - C. To ensure they can extend their lease without conditions**
 - D. If they want to start a business from the rental property**
- 9. When selecting contractors to carry out work, it is important to verify that they:**
- A. Have been trading for over ten years**
 - B. Provide value for money**
 - C. Use apprentices to complete paperwork**
 - D. Can do the work without proper permits**
- 10. Which factor is NOT related to respect in professional interactions?**
- A. Using a respectful tone**
 - B. Listening actively**
 - C. Always agreeing with others**
 - D. Non-verbal communication**

Answers

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

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Explanations

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1. Which breach could lead to placing tenants in dangerous conditions?

- A. Health, safety and fire**
- B. Financial mismanagement**
- C. Perjury**
- D. Trespass**

Choosing health, safety, and fire as the breach that could lead to placing tenants in dangerous conditions is accurate because this category directly pertains to the physical welfare of residents in a property. Breaches in these areas can result from inadequate maintenance, failure to meet safety regulations, or other neglectful behaviors that create unsafe living environments. For example, if a property owner fails to address issues like faulty wiring, inadequate fire escapes, or proper sanitation, tenants could be exposed to significant risks, including fire hazards, health problems, or unsafe structural conditions. The other breaches, while serious in their own contexts, do not directly correlate with tenant safety in the same immediate and tangible way. Financial mismanagement primarily affects the economic relationship between landlords and tenants, potentially leading to issues like increased rent or lack of maintenance funding. Perjury involves legal integrity and can impact court proceedings but does not inherently create immediate hazards for tenants. Trespass pertains to unauthorized entry, which may infringe on privacy but does not necessarily compromise the safety or living conditions of tenants directly. Thus, the connection between health, safety, and fire violations and tenant danger is clear and critical in maintaining safe housing standards.

2. Under which act do leaseholders have the right to request details of service charge expenditure?

- A. Section 20 of the Landlord and Tenant Act 1985**
- B. The Companies Act 2006**
- C. Section 22 of the Landlord and Tenant Act 1985**
- D. Section 21 of the Landlord and Tenant Act 1985**

The correct answer is found in Section 20 of the Landlord and Tenant Act 1985. This section specifically grants leaseholders the right to request and obtain details regarding the service charge expenditure incurred by the landlord. This provision is crucial for leaseholders as it promotes transparency and accountability in the management of communal costs within leasehold properties. It allows them to ensure that charges are reasonable, necessary, and properly accounted for, which ultimately protects their financial interests and ensures proper property management practices. While other sections of the Landlord and Tenant Act 1985 address various rights and obligations related to leaseholders and landlords, Section 20 is the one that specifically focuses on the request for service charge expenditure details. The Companies Act 2006 is more relevant to the governance of companies rather than leaseholder rights, and the other sections provided do not pertain to requesting service charge expenditure information. Thus, it is important for leaseholders to reference Section 20 when seeking to understand their rights in relation to service charges.

3. Which of the following is NOT typically a responsibility of a property manager?

- A. Negotiating leases**
- B. Collecting rent**
- C. Designing architectural plans**
- D. Maintaining the property**

The role of a property manager generally encompasses a variety of responsibilities aimed at ensuring the effective operation and oversight of a real estate property. Negotiating leases is a fundamental task for property managers, as they are often the point of contact for tenants and are responsible for establishing lease terms that meet the needs of both parties. Collecting rent is another key responsibility, as property managers must ensure timely payments are received to maintain the cash flow and financial health of the property. Maintaining the property also falls squarely within their purview, as property managers must address repairs, coordinate maintenance, and ensure that the property remains in good condition for tenants. However, designing architectural plans is not typically part of a property manager's responsibilities. This task is usually within the realm of architects and designers, who have the specialized training needed to create structural and aesthetic plans for a property. Property managers oversee the implementation of these plans rather than creating them, focusing instead on the management and operational aspects of the real estate. Thus, the correct answer reflects a distinction between the strategic design functions of architecture and the operational management functions of property management.

4. What is a key responsibility of a property manager?

- A. To find tenants for the property**
- B. To ensure the property is maintained and compliant with safety regulations**
- C. To negotiate rent prices**
- D. To manage tenant disputes**

The key responsibility that stands out is ensuring the property is maintained and compliant with safety regulations. This aspect is critical because a property manager plays a vital role in preserving the value of a property and ensuring that it is a safe and healthy environment for tenants. By maintaining the property properly, they mitigate risks that could lead to legal issues, tenant dissatisfaction, or financial losses. Compliance with safety regulations is not just about adhering to the law; it also involves regular inspections, addressing maintenance needs promptly, and being proactive about potential hazards. This responsibility encompasses a wide range of tasks, from managing repairs and upgrades to conducting safety inspections. While finding tenants, negotiating rent prices, and managing tenant disputes are indeed important functions of property management, they revolve around the revenue-generating and interpersonal aspects of the role. The foundational responsibility of maintenance and safety compliance ensures that the property remains a viable investment and a safe place for tenants, which ultimately supports the overall operations carried out by a property manager.

5. What is the role of property management software?

- A. To conduct tenant screening processes
- B. To assist in efficiently managing rental properties and tracking payments**
- C. To serve as a legal document for lease agreements
- D. To provide legal advice to landlords and tenants

The role of property management software encompasses a wide range of functionalities that streamline the management of rental properties. Specifically, it is designed to assist property managers and landlords in efficiently managing various aspects of rental properties, including tracking payments, managing tenant communications, organizing maintenance requests, and handling lease agreements. The emphasis on efficiency is crucial because property management involves various administrative tasks that can be time-consuming and complex. By integrating these processes into one software platform, property management software allows users to keep accurate records, automate communication with tenants, and set reminders for upcoming payments or lease renewals. This comprehensive approach not only saves time but also helps ensure that all aspects of property management are organized and easily accessible. The other options describe specific functions that might relate to property management but do not capture the primary role of property management software. For example, tenant screening is just one feature that some software may offer, but it does not encompass the full range of functions. Similarly, while lease agreements are essential legal documents, the software itself is a tool to manage them rather than serving as the document itself. Legal advice is outside the purview of property management software, as this software primarily focuses on operational efficiency rather than providing legal counsel.

6. What does "void period" refer to in property management?

- A. The time when the property is being renovated
- B. The time when a property is unoccupied and not generating rental income**
- C. The time when the property is under lease
- D. The time when the landlord is conducting viewings

The term "void period" specifically refers to the time when a property is unoccupied and not generating any rental income. This is an important concept in property management as it represents a period of lost revenue for landlords and property managers. During a void period, the property is available for rent, but there are no tenants occupying it, leading to a financial impact on the owner. Understanding the duration and reasons for void periods can help property managers implement strategies to reduce them, such as improving marketing efforts or adjusting rental prices to attract prospective tenants more quickly. This aligns with the focus on maximizing occupancy and income in effective property management practices.

7. Which factor is crucial in preventing disputes between landlords and tenants?

- A. Regular rent increases**
- B. Clear and consistent communication**
- C. Limitations on tenant access to property**
- D. Strong legal threats**

Clear and consistent communication is a key factor in preventing disputes between landlords and tenants. When both parties maintain open lines of communication, it helps to establish mutual understanding regarding rights, responsibilities, and expectations. Regular updates about property maintenance, changes in rental agreements, or even upcoming inspections can foster a cooperative relationship. Moreover, addressing concerns or grievances promptly through effective dialogue can prevent misunderstandings from escalating into larger conflicts. This proactive approach ensures that both the landlord and tenant are on the same page, thereby reducing the likelihood of disputes arising over issues that might have been easily resolved through discussion. In contrast, regular rent increases may create tension if tenants feel the increases are unjustified, while limitations on tenant access to property can lead to feelings of mistrust and resentment. Strong legal threats can create an adversarial environment, which is often counterproductive and can significantly impair the landlord-tenant relationship. Hence, establishing clear and consistent communication stands out as the most effective method to prevent disputes.

8. What could be a reason for a tenant to seek legal advice?

- A. To negotiate a higher rent**
- B. If they feel intimidated or harassed by their landlord**
- C. To ensure they can extend their lease without conditions**
- D. If they want to start a business from the rental property**

A tenant may seek legal advice if they feel intimidated or harassed by their landlord because such situations can severely affect their right to quiet enjoyment and safety in their living environment. Legal advice can help the tenant understand their rights and protections under housing laws, which are designed to prevent harassment and ensure fair treatment. This can include guidance on how to document incidents, formally address the behavior with the landlord, or take further legal action if necessary. Addressing harassment promptly is crucial for a tenant, and legal counsel can provide them with the resources and knowledge needed to resolve these distressing situations effectively. While negotiating a higher rent, extending a lease, or starting a business from a rental property may involve legal considerations, they do not directly relate to immediate issues of safety or psychological well-being that might necessitate urgent legal advice.

9. When selecting contractors to carry out work, it is important to verify that they:

- A. Have been trading for over ten years**
- B. Provide value for money**
- C. Use apprentices to complete paperwork**
- D. Can do the work without proper permits**

The emphasis on verifying that contractors provide value for money is crucial because it ensures that the work will meet both quality standards and budget constraints. This involves assessing not just the cost of their services but also the quality of materials they use, their workmanship, and their overall reliability. Ensuring value for money can help in preventing costly issues down the line, such as poor-quality work that needs to be redone or projects that exceed budgets unexpectedly. Other factors, like the duration a contractor has been in business, can provide some insight into their experience, but longevity alone does not guarantee quality or value. Similarly, while using apprentices might increase learning opportunities in the trades, it does not directly relate to the overall value of the contractor's work or the project's success. Lastly, being able to do the work without proper permits raises significant legal and safety concerns and does not align with best practices for hiring contractors. Therefore, focusing on value for money ensures that projects are completed effectively, efficiently, and within legal frameworks.

10. Which factor is NOT related to respect in professional interactions?

- A. Using a respectful tone**
- B. Listening actively**
- C. Always agreeing with others**
- D. Non-verbal communication**

Respect in professional interactions is fundamentally about acknowledging and valuing the perspectives and feelings of others. Each of the factors listed plays a significant role in establishing a respectful environment, except for the concept of always agreeing with others. Using a respectful tone conveys a sense of professionalism and consideration for the other person's feelings, which fosters positive interactions. Listening actively demonstrates that you value the speaker's input and are genuinely engaged in the conversation. Non-verbal communication, such as maintaining eye contact and using appropriate body language, reinforces respect and attentiveness in interactions. However, the idea that one must always agree with others does not contribute to respect. In fact, true respect allows for differing opinions and healthy debate. Agreeing with someone simply to avoid conflict or to please them does not reflect genuine understanding or engagement, which are vital components of respectful professional interactions. Instead, respectful interactions thrive on openness, honesty, and the ability to discuss differing viewpoints constructively.

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://irpmaffiliate.examzify.com>

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

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