

# RECA Property Management 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

- 1. Why are regular accounting practices significant in property management?**
  - A. To track tenant complaints**
  - B. To aid in budgeting and taxation**
  - C. To facilitate maintenance schedules**
  - D. To enforce lease agreements**
- 2. What is a significant benefit of having a written lease?**
  - A. It automatically resolves all disputes**
  - B. It clarifies expectations and protects rights**
  - C. It eliminates the landlord's need for communication**
  - D. It increases the length of the rental agreement**
- 3. What is the size range for a Neighbourhood Centre?**
  - A. 30,000 to 100,000 square feet**
  - B. 85,000 to 230,000 square feet**
  - C. 300,000 to 1,000,000 square feet**
  - D. Over 1,000,000 square feet**
- 4. According to the voluntary code of practice, how much notice must a landlord provide to terminate a tenancy for major renovations?**
  - A. 180 days**
  - B. 365 days**
  - C. 30 days**
  - D. 90 days**
- 5. Which of the following is NOT a form of contract?**
  - A. Verbal Contracts**
  - B. Contracts made by exchanging letters**
  - C. Contracts made by a handshake**
  - D. Drawn-up detailed legal documents**

- 6. What can a tenant do to avoid late fees?**
- A. Submit rent payments early**
  - B. Request a waiver for late fees**
  - C. Increase the length of their lease**
  - D. Consult their neighbors about payment schedules**
- 7. In which type of lease does the tenant pay all operating expenses but exclude structural repairs?**
- A. Gross lease**
  - B. Net lease**
  - C. Net-net lease**
  - D. Triple net lease**
- 8. What is the size range of a Regional Shopping Centre?**
- A. 30,000 to 100,000 square feet**
  - B. 85,000 to 230,000 square feet**
  - C. 300,000 to 1,000,000 square feet**
  - D. Over 1,000,000 square feet**
- 9. What characterizes a Sole Agency agreement?**
- A. The brokerage represents both parties in a transaction**
  - B. The brokerage enters a written service agreement with a client**
  - C. The client can change the brokerage anytime**
  - D. The agreement is only verbal**
- 10. What factor should an individual owner consider regarding a potential tenant?**
- A. Current market trends**
  - B. Type of tenant most appropriate for the property**
  - C. Colors of the property**
  - D. Future sale projections**



## **Answers**

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

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## **Explanations**

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**1. Why are regular accounting practices significant in property management?**

- A. To track tenant complaints**
- B. To aid in budgeting and taxation**
- C. To facilitate maintenance schedules**
- D. To enforce lease agreements**

Regular accounting practices are significant in property management primarily because they provide a framework for effective budgeting and taxation. Proper financial tracking helps property managers to create accurate budgets, forecast future expenses, and monitor income from various property sources. This financial insight is crucial for making informed decisions about property maintenance, improvements, and investments. Additionally, maintaining accurate financial records is essential for tax purposes. It ensures that all income and expenses are reported accurately, which can help in preparing tax returns and taking advantage of any applicable deductions. This not only aids in compliance with tax regulations but also maximizes the financial performance of the property. While tracking tenant complaints, facilitating maintenance schedules, and enforcing lease agreements are important aspects of property management, they do not directly involve the financial analysis or reporting that accounting practices provide. The primary strength of regular accounting lies in its ability to manage the property's financial health effectively.

**2. What is a significant benefit of having a written lease?**

- A. It automatically resolves all disputes**
- B. It clarifies expectations and protects rights**
- C. It eliminates the landlord's need for communication**
- D. It increases the length of the rental agreement**

A significant benefit of having a written lease lies in its ability to clarify expectations and protect the rights of both landlords and tenants. A written lease serves as a comprehensive document that outlines the terms and conditions of the rental agreement, such as rent amount, payment due dates, property rules, and responsibilities of both parties. This clarity helps to ensure that all parties understand their obligations, reducing the potential for misunderstandings or disputes. By specifying the rights and responsibilities of each party, a written lease provides legal protection. Should any disagreements arise, the written lease acts as a reference point to resolve them, thereby offering a sense of security and stability to both the tenant and the landlord. This protection is particularly important in situations where verbal agreements might lead to differing interpretations of what was agreed upon. The other options suggest benefits that are either unrealistic or not primary advantages of having a written lease. A written lease does not automatically resolve all disputes; rather, it provides a framework for resolution. It does not eliminate the necessity for communication; instead, intelligent communication regarding the lease terms is crucial for a harmonious landlord-tenant relationship. Lastly, while a written lease can influence the duration of an agreement, lengthening the rental term is not an inherent benefit; the primary value lies in clarity.

### 3. What is the size range for a Neighbourhood Centre?

- A. 30,000 to 100,000 square feet**
- B. 85,000 to 230,000 square feet**
- C. 300,000 to 1,000,000 square feet**
- D. Over 1,000,000 square feet**

A Neighbourhood Centre typically falls within a size range of approximately 30,000 to 100,000 square feet. This category of retail and commercial space is designed to serve the local community by providing a variety of everyday goods and services. The size is optimal for accommodating a mix of stores such as grocery stores, pharmacies, and other essential retailers without overwhelming the neighborhood's layout and accessibility. Neighbourhood Centres aim to offer a convenient shopping experience while maintaining a sense of community. Their size allows for a balanced mix of tenants that can meet the needs of residents while also fostering an inviting atmosphere. This distinguishes them from larger retail centers or malls that cater to broader markets and often exceed these square footage limits. Understanding the characteristics that define different types of centers is crucial in property management and urban planning, as these distinctions help in zoning decisions, leasing strategies, and community development assessments.

### 4. According to the voluntary code of practice, how much notice must a landlord provide to terminate a tenancy for major renovations?

- A. 180 days**
- B. 365 days**
- C. 30 days**
- D. 90 days**

The correct answer is 365 days because the voluntary code of practice dictates that if a landlord needs to terminate a tenancy for major renovations that significantly affect the tenant's ability to occupy the property or would make it unsafe to live in, they must provide ample notice to the tenant. This extended notice period allows tenants sufficient time to find alternative housing, making it a compassionate approach that acknowledges the disruption such renovations may cause. This guideline emphasizes the importance of transparency and fair treatment in landlord-tenant relationships, especially in situations that demand significant lifestyle changes for tenants. In contrast, shorter notice periods like 30, 90, or even 180 days may not allow tenants enough time to secure new accommodations, potentially leading to undue hardship. The lengthy notice of 365 days specifically safeguards tenants' rights while still allowing landlords to proceed with necessary property improvements.

**5. Which of the following is NOT a form of contract?**

- A. Verbal Contracts**
- B. Contracts made by exchanging letters**
- C. Contracts made by a handshake**
- D. Drawn-up detailed legal documents**

A handshake agreement is often considered a form of contract in legal terms, known as an informal or oral contract. It represents a mutual understanding and intention between parties to enter into an agreement, even if it lacks formal documentation. While handshake agreements can be legally binding, their enforceability may depend on the agreement's nature and the jurisdiction's laws. Verbal contracts, contracts made by exchanging letters, and legally drawn-up documents are all clearly defined forms of contracts. Each has distinct characteristics that can be used to establish contract terms, enforceability, and the expectations of the parties involved. Verbal contracts involve spoken agreements, written letters can exchange offers and acceptances, and detailed legal documents usually provide a comprehensive record of the terms and conditions agreed upon. Recognizing that a handshake alone lacks some of the formalities and evidentiary support provided by written contracts helps clarify why it may not be viewed as a standalone form of contract in the same way as the other listed options.

**6. What can a tenant do to avoid late fees?**

- A. Submit rent payments early**
- B. Request a waiver for late fees**
- C. Increase the length of their lease**
- D. Consult their neighbors about payment schedules**

Submitting rent payments early is the most effective way for a tenant to avoid late fees. By paying rent before the due date, a tenant ensures that their payment is processed and credited without any delays that could occur close to the deadline. This proactive approach not only helps to maintain a good relationship with the landlord but also keeps the tenant in good standing, preventing any additional costs or penalties that could arise from late payments. While requesting a waiver for late fees is an option, relying on this approach doesn't guarantee that the waiver will be granted and is only applicable after a late payment has already occurred. Increasing the length of a lease does not impact the timing of payment; it simply extends the rental agreement and does not influence payment deadlines. Consulting neighbors about payment schedules provides no direct benefit and does not address the need to make payments on time. Thus, early payment stands out as the most reliable strategy for tenants to avoid incurring late fees.

**7. In which type of lease does the tenant pay all operating expenses but exclude structural repairs?**

- A. Gross lease**
- B. Net lease**
- C. Net-net lease**
- D. Triple net lease**

In the context of real estate leases, a net-net lease is a type of lease where the tenant agrees to pay property taxes and insurance in addition to the base rent, typically covering most operating expenses. This type of lease structure often means that structural repairs are the responsibility of the landlord, while the tenant takes on other costs. In a net-net lease, both the owner and the tenant have clear expectations regarding expenses, promoting transparency in property management. The burden of operating expenses usually falls on the tenant, which can result in a lower base rent compared to a gross lease that typically includes all costs in one payment. Understanding the nuances of these lease types is important for property management, allowing for precise financial planning and management strategies.

**8. What is the size range of a Regional Shopping Centre?**

- A. 30,000 to 100,000 square feet**
- B. 85,000 to 230,000 square feet**
- C. 300,000 to 1,000,000 square feet**
- D. Over 1,000,000 square feet**

The size range of a Regional Shopping Centre is accurately identified as extending from 300,000 to 1,000,000 square feet. This classification reflects the scale and selection of retail offerings typically found within such centers. Regional Shopping Centres are designed to serve a larger customer base, often drawing shoppers from a wider geographic area compared to smaller retail formats like neighborhood shopping centers. These shopping centres typically house a mix of anchor stores such as department stores and supermarkets, along with a variety of smaller retail shops, dining establishments, and sometimes entertainment facilities, which together contribute to their substantial footprint. The large size is important as it allows for a more varied shopping experience that can cater to diverse consumer needs and preferences. Understanding this size classification helps stakeholders in real estate and commercial development to make informed decisions about market positioning, tenant mix, and marketing strategies tailored to the regional demographics.

## 9. What characterizes a Sole Agency agreement?

- A. The brokerage represents both parties in a transaction
- B. The brokerage enters a written service agreement with a client**
- C. The client can change the brokerage anytime
- D. The agreement is only verbal

A Sole Agency agreement is characterized primarily by the fact that the brokerage enters into a formal written service agreement with a client. This written agreement clearly outlines the duties and responsibilities of the brokerage towards the client, establishing a dedicated representation relationship. In this type of agreement, the brokerage is typically tasked with representing the client's interests exclusively in the transaction, rather than providing dual agency or representing multiple parties. This formal contract not only protects the client's interests but also establishes a legal framework that governs their relationship with the brokerage, specifying the terms of service and any expectations from both parties. The requirement for a written agreement helps to ensure that there is a clear understanding of the obligations involved, which is essential in property management and real estate transactions. It provides a reference point for both the client and the brokerage, helping to prevent misunderstandings about duties, fees, and other critical elements of the working relationship.

## 10. What factor should an individual owner consider regarding a potential tenant?

- A. Current market trends
- B. Type of tenant most appropriate for the property**
- C. Colors of the property
- D. Future sale projections

When considering a potential tenant, the type of tenant most appropriate for the property is a critical factor for an individual owner. Different properties attract different demographics, and understanding which type of tenant aligns with the property's characteristics and location helps ensure that the rental experience is positive for both parties. For instance, a high-end apartment in a bustling urban area may be more suitable for young professionals or affluent families, while a modest home in a quieter neighborhood might attract retirees or lower-income families. Selecting the right type of tenant can lead to reduced turnover rates, lower vacancy periods, and an overall smoother management experience. It also helps in establishing rental terms that align with the tenant's expectations and lifestyle, enhancing retention and reducing costs associated with tenant transition. On the other hand, while current market trends, property colors, and future sale projections may influence the overall investment strategy, they do not directly address the immediate considerations regarding tenant compatibility with the property. The primary goal is to find tenants who will not only pay rent consistently but also treat the property well, creating a stable and beneficial landlord-tenant relationship.



## 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](mailto:hello@examzify.com).**

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

**<https://recapropertymgmt.examzify.com>**

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