

REINZ | Edu.

New Zealand Certificate in Residential Property Management (Level 4)

1809 | Version 2 | 65 credits



Move Ahead in Your Property Management Career

New Zealand Certificate in Residential Property Management

A career in residential property management is about more than just managing rental homes; it's about building trust, supporting tenants, and helping property owners protect their investments. This qualification equips you with the knowledge and skills to work confidently under broad guidance in the private, public, or community housing sectors.

It benefits the community by promoting consumer and tenant confidence, while also providing a recognised pathway for those seeking to advance their expertise in the property management field. It's equally valuable for newcomers and for those already working in the sector who want their skills formally recognised.

Graduate Outcomes

This course will enable individuals in the residential property management and community housing sector to operate, under broad guidance, within the private, public, or community housing management environment.

You will be able to:

- Establish and maintain residential tenancies in accordance with New Zealand legislation for residential property
- Operate with broad legal, operational, and theoretical knowledge of the property when undertaking work as a property manager
- Establish and maintain professional relationships with landlords, tenants, and related parties, and support tenants in dealing with relevant agencies and amenity providers
- Professionally manage, market and report on a residential property portfolio
- Manage the maintenance of residential rental properties
- Resolve tenancy conflicts using third parties where appropriate.

Why Study With REINZ?

Our programmes are designed and delivered by experienced property management professionals who understand the realities of the industry. You'll gain practical, relevant knowledge that you can apply immediately in your role and use to advance your career.

Note: To achieve and retain REINZ Residential Property Manager Accreditation, you'll need to complete 10 hours of non-verifiable REINZ training each calendar year — including the year you first complete your accreditation training.

Exclusive REINZ Learner Benefits

Learners enrolled in this qualification receive REINZ Learner Benefits throughout their study. These resources are designed to strengthen your industry understanding, prepare you for assessments, and support your day-to-day work as a property manager.

As part of these benefits, you'll have access to:

- **RentalSmarts**
RentalSmarts is a free tool that helps you create professional, up-to-date rental appraisals by providing access to current and historical listings, market trends, suburb reports, and rent reviews.

- **Statistics Portal**

Access to rental market data, including past and active listings, suburb-level census insights, and up-to-date rental medians, helping you make informed decisions and reports.

Programme Schedule

The New Zealand Certificate in Residential Property Management (Level 4) **face-to-face version** will **run over 12 months**. This course consists of four face-to-face block courses, covering 14-unit standards. All assessments will be completed online.

- **Face-to-Face Sessions:** One full day, every three months.
- Assessments are completed on our online platform THRIVE.

REINZ offers public residential property management workshops for additional learning. These workshops take a practical approach to legislation and qualification-related topics, case studies, guest speakers and legislative updates, enhancing your learning experience.

*Please note: these sessions only apply for the face-to-face version of the course as this schedule **does not** apply to our online version.

Entry Requirements

There is no mandatory prerequisite for this qualification.

We strongly recommend that individuals who are not currently employed consider enrolling in and completing the [A Beginner's Guide to Residential Property Management](#). While it is not a mandatory requirement, it provides a valuable foundation for success in the qualification.

Additionally, if learners choose to purchase this course, the cost can be applied towards their overall qualification fees.

Literacy and Numeracy / English Language Requirements

- **For Domestic Learners** (*NZ Citizens or Residents*)

All REINZ PTE programmes are delivered in English. Learners must be able to read, write, and use numeracy to complete course content and assessments successfully.

Domestic applicants can demonstrate this by:

- NCEA Level 2 (or higher), including literacy and numeracy credits, OR
- Equivalent qualifications or workplace experience, OR
- Completing a **diagnostic literacy and numeracy test** if they cannot provide other evidence.

Literacy and numeracy support may be available for learners needing additional assistance.

- **For International Learners / Learners Whose First Language is Not English**

If English is not your first language, you must provide evidence of English proficiency to enrol.

The standard requirement is **equivalent to IELTS 5.5** (Academic or General, with no band lower than 5.0).

Accepted alternatives to IELTS:

- NZCEL (New Zealand Certificate in English Language) Level 3 (Academic)
- Pearson Test of English (PTE Academic)
- TOEFL iBT
- Cambridge English (FCE/CAE)
- LanguageCert (Academic ESOL)
- Occupational English Test (OET)
- Trinity ISE (ISE II or higher)

All test results must:

- Be from **one sitting**
- Come from an **approved test centre**
- Meet or exceed IELTS 5.5 equivalency

If applicants have completed a study in English (e.g., three years of secondary education or one year of tertiary study in New Zealand, or equivalent overseas), this may also be accepted as evidence.

Education Pathways

This qualification may lead to the:

- New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457], or
- Other relevant industry/sector qualifications.

Career Opportunities

Graduates of this qualification will have the skills and knowledge to work in the property industry as Residential Property Managers managing properties under private ownership, public ownership, or community housing providers.

Graduates will also be equipped with skills, knowledge, and attributes that may see them progress to be employed in a variety of customer service, relationship management, business, or community-oriented roles.

Learner Expectations

As a learner in the New Zealand Certificate in Residential Property Management (Level 4), you are responsible for managing your own learning and professional development throughout this programme. Your trainer will set timelines and expectations, and you are required to adhere to these to ensure steady progress.

This qualification is designed to assess your competency as a professional Residential Property Manager, equipping you with the skills to manage rental properties, liaise with landlords and tenants, and ensure compliance with relevant legislation.

While we will provide guidance and support, success in this programme requires self-motivation, discipline, and a commitment to professional excellence. You should expect to dedicate approximately 10 hours per week to self-directed learning over the course of this qualification. This includes completing homework, assessments, and assignments, which will be marked by your trainer/assessor. Your ability to manage your workload and meet deadlines is essential for success in this role.

Fees

When enrolling in REINZ courses, the course fees must be paid by the learner or employer before the start date of the training. These are the total costs of enrolling with REINZ; no further fees are required.

- **Face-to-Face delivery:** \$2,294 (GST included)
 - **Online:** \$1595 (GST included)
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How to Apply

1. Visit www.reinz.co.nz and view the upcoming qualifications under the Education & Events drop-down menu
2. Once you've selected your preferred intake, click the 'Register Now' button to secure your place and make payment.

3. **Complete Enrolment Forms**

After registration and payment, you will be directed to complete the online enrolment form to confirm your enrolment.

You will also need to submit one of the following verified/certified documents:

- NZ Passport or NZ Birth Certificate OR
- Overseas passport plus NZ Resident Class Visa

4. **Confirm Eligibility**

Once we verify your eligibility, you will receive an email confirming your place in the course if all requirements are met.

Copies of your documents can be certified by any of the following:

- *Justice of the Peace*
 - *Lawyer*
 - *Court Official, such as a Court Registrar or Deputy Registrar*
 - *Notary Public*
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Contact Us

If you have any questions, don't hesitate to reach out to our team, who will be happy to help you.

Email: qualifications@reinz.co.nz

Phone: 09 356 1840

Website: www.reinz.co.nz

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