



Wisconsin Compensation Rating Bureau

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## CIRCULAR LETTER 3062—July 29, 2010

TO: Members of the Bureau

FROM: Tad Cleveland

RE: Property Management Clarifications

On Thursday, June 10, 2010, a formal hearing was held before the Rating Committee of the Wisconsin Compensation Rating Bureau with regard to the inclusion of clerical staff under classification code 9012.

Codes 9012 Buildings-Operation by Owner, Lessee or Real Estate Management Firm: Professional Employees, Property Managers and Leasing Agents & Clerical, Salespersons and 9015 Buildings-Operation by Owner, Lessee or Real Estate Management Firm: All Other Employees are assigned to property management employers. Typically, such employers are engaged in owning or managing property such as homes, apartments, commercial buildings, industrial buildings, etc. Work performed by property managers includes, but is not limited to, showing property to prospective tenants, signing leasing paperwork, collecting rents, maintaining the property, and similar duties.

Important to note with the property management classifications, is the fact that code 9012 includes clerical office employees. Therefore, if property management is the principal business of the employer, clerical office employees must be assigned to code 9012 and not separately rated to code 8810 Clerical Office Employees NOC. This is true whether the clerical office employees work in an office on the site of a managed property or if they perform their duties in an office away from the managed premises.

Given this clarification, we urge member carriers to review policies issued to property managers in order to assure that the policies are classified accordingly.