

AT KEARNY MESA SERVICE CENTER
**MANAGING SINGLE-FAMILY
& SMALL INVESTMENT
PROPERTIES**



This course is the result of an exciting collaboration between IREM and the National Association of Residential Property Managers (NARPM®) that serves as a primer for agents and owners to introduce them to real estate management basics. Maximize the value and financial potential of the properties you manage, secure your reputation in the industry, and earn the respect of the residents of your properties.

TOPICS COVERED

- **Management Agreement:** Requirements for management agreements, state real estate license requirements
- **Ethics and Legal Issues:** Importance of ethics in property management, fair housing issues, resident-landlord and other laws related to leasing and property management, evictions
- **Risk Analysis:** Risk management program, common residential property hazards, insurance types and claims
- **Maintaining the Property:** Maintenance guidelines and strategies, major residential maintenance components, working with contractors, creating a greener property
- **Financial Tools:** Property budgets, trust accounts, cost-benefit analysis, record-keeping & reporting systems
- **Marketing and Leasing:** Market analysis, rental rates, advertising, showing the space, resident solicitation, screening and selection, residential leases, lease renewal

LOCATION
KEARNY MESA SERVICE CENTER



Instructor:

Ginni Field, ABR, CRB, GRI, SRES, SFR

Wednesday, Jan. 30, 2013

Time: 9:00 a.m. – 4:30 p.m.

Check In: 15 minutes prior to start

Location:

SDAR's KEARNY MESA SERVICE CENTER
4845 Ronson Court, San Diego, CA 92111

Prices:

REALTOR® Plus Members \$50.15
SDAR REALTORS® \$59
All Others \$79



SEE BACK SIDE FOR DETAILS

☐ **Yes, sign me up for Managing Single-Family & Small Investment Properties**

Register online at www.sdar.com

☐ **Yes, I have read the Cancellation Policy. Initial** _____

Name: _____ Member #: _____ Phone: _____

☐ Home ☐ Office Address: _____ E-mail: _____

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx Card#: _____ Exp: _____

Amount: _____ Signature: _____

Return to: Greater San Diego Association of REALTORS® • 4845 Ronson Court, San Diego, CA 92111 • Phone: (858) 715-8040 • Fax: (858) 715-8090



Cancellation Policy: Reservations for programs requiring payment will not be processed until payment is received. If you must cancel your reservation, a full refund will be issued if cancellation is received, in writing, three (3) business days prior. SDAR reserves the right to cancel or reschedule any program. If cancellation occurs, SDAR will issue a full refund. In the event of rescheduling, SDAR will send immediate notification and transfer all reservations (including payments) to the new date.