

QuickBooks® for Property Managers & Landlords

**Location:****SDAR'S KEARNY MESA SERVICE CENTER**

4845 Ronson Court, San Diego, CA 92111

REGISTER: www.SDAR.com/education**Instructor:****Mike LaNier**, On-Line Bookkeeping Solutions**Also...**

Be sure to see the back of this form for...



PREPAID
Professional
Development
PASS

SINGLE SESSION**Monday, June 24, 2013****1:00 pm - 4:00 pm**

Have you heard the misconception that QuickBooks® can't be used for property management? In this course you will discover what it can do and how to get started. Experienced users will learn how to solve and correct problems they may be having. Learn lots of tricks and tips!

An ideal workshop for landlords, investors, or property managers with 1 to 20 properties.

TOPICS COVERED

- Learn proper setup of the "Chart of Accounts" and other lists
- Discover the correct way to enter day-to-day expenses and income
- Properly record security deposits, issue refunds and bill for damage
- Keep track expenses and costs for each property
- Produce reports such as a "Profit & Loss," and "Rent Roll" for each property and/or unit

\$20.40

REALTOR® Plus

\$24

SDAR MEMBERS

\$34

ALL OTHERS

**CONTACT INFORMATION**

NAME

PHONE ()

ADDRESS

☐ HOME
☐ OFFICE

CITY/STATE

ZIP

PAYMENT INFORMATION

 \$

☐ CHECK ☐ VISA ☐ M/C ☐ DISCOVER ☐ AMEX

EXP. DATE

AMOUNT

SIGNATURE

By signing, you are confirming that you have read, understand, and agree with our cancellation policy (at right)

MEMBER #

**RETURN TO:**

Greater San Diego Association of REALTORS®
 4845 Ronson Court, San Diego, CA 92111
Education@sdar.com

Fax: (858) 715-8088 | Phone: (858) 715-8040

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.