



BOMA
Oakland/East Bay

Fundamentals of Real Property Administration

offered by BOMA Oakland/East Bay

Elective in the  program **Class Date(s): February 17, 2010**

Class Time: Every Wednesday Night from 6:00 pm – 9:00 pm

Location: Instructor: Larry Morgan

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To fulfill the role of property manager in today’s marketplace, you must be knowledgeable in many different areas. You are expected to manage buildings; communicate with employees, managers, and tenants; protect the interests of the owner; market property; negotiate leases; protect the environment. The list goes on and on. By providing an overview of the property management profession, this course helps you understand, and integrate, the many duties and responsibilities of a property manager.

Major topics covered in this course:

- Asset management
- Economics
- Owner/tenant relations
- Retention, improvements, marketing, and leases
- Safety and security
- Contracting services
- Reporting and control systems
- Environmental issues

You will take away these key concepts and skills:

- The ability to make critical personnel and purchasing decisions with confidence
- The discipline of organizing an office to effectively manage your personnel and the property
- An understanding of how to create comprehensive service contracts — including samples of standard service agreements

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Fees:

Member:	Non-Member:	BOMI Enrollment Fee (One Time Cost):	Late Registration Fee:
\$750	\$925	\$175	\$100

Total\$: _____ Enclosed is my Payment Charge my Visa/MasterCard

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BOMA Oakland/East Bay

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 Or you may register online at www.bomaoeb.org