

FUNDAMENTALS OF PROPERTY MANAGEMENT SEMINAR – 102

MAY 30-31, 2017

HOLIDAY INN TEMPLE-BELTON | 5247 SOUTH GENERAL BRUCE DRIVE | TEMPLE, TEXAS 76502 | 254.778.5511

SUSAN WESTON, INSTRUCTOR

NEW TOPICS

SEMINAR TOPICS

- LEGAL . . . Fair Housing | Leases & Rules | Liability & Safety Issues
OPERATING PLANS & PROCEDURES . . . Tenant Selection | Waiting List Policy | Pet Policy | Rent Collections
OPERATING THE OFFICE . . . Resident Files | Marketing & Leasing Files | Maintenance Files
HOUSING RESIDENTS . . . Market Studies | Advertising | Apartment Readiness | Applications | Leasing Move In/Move Out Process | Marketing | | Waiting List | Resident Complaints
MANAGEMENT . . . People Skills | Stress | Time and Maintenance Management
CUTTING COSTS . . . Electricity | Turnover Costs | Property Taxes | Billing Errors

REGISTRATION: 8:30 a.m. | SEMINAR BEGINS: 9:00 a.m.

All participants should bring a battery operated calculator!

HOTEL INFORMATION: The cost of meals and hotel accommodations are not included in the registration fee. However, a block of rooms are being held for RRHA of Texas participants at the Holiday Inn Temple-Belton, 5247 South General Bruce Drive, Temple, Texas 76502 for \$99 (which includes 2 complimentary breakfasts per room). The cut-off date for hotel accommodations at the reduced rate is Wednesday, May 17, 2017. For hotel reservations, you should call the hotel directly at 254.778.5511.

REGISTRATION FORM

HOLIDAY INN TEMPLE-BELTON | 5247 SOUTH GENERAL BRUCE DRIVE | TEMPLE, TEXAS 76502 | 254.778.5511
MAY 30-31, 2017

NAME: _____

PROJECT/COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

FUNDAMENTALS OF PROPERTY MANAGEMENT \$ 215 (RRHA of Texas Members)
FUNDAMENTALS OF PROPERTY MANAGEMENT \$ 245 (RRHA of Texas Non-Members)

This course may be subject to cancellation, with full refunds, if we do not pre-register a minimum of 20 course participants by Wednesday, May 17, 2017. Substitution of persons will be permitted. In the event of an individual's cancellation, a full refund will be made if written notification is received in the Association Office, at least one day prior to the event.

Payment Information (Please check one)

BILL MY ACCT. CHECK MASTERCARD VISA AMERICAN EXPRESS

PO # (if applicable) _____ (Make checks payable to: RRHA of Texas)

Card Number _____ Exp. Date _____ Code _____

Cardholder Name (as it appears on card) _____

Cardholder Signature _____