

Schedule of Upcoming Classes

Georgia MLS, NARPMGa and Crown Investor Institute Joint Project

Property Management Series (8 workshops; 3 hours each)

Register for one class or the entire series. This is a NARPMGa supported series

January 11th 9:30 am - 12:30 pm Leasing and the Law

A workshop for sales brokers (and their agents) who are moving into the business of renting/leasing houses in Georgia. Brokers too often think “If I know how to list a million dollar home and generate a \$50,000 commission I guess I can lease a \$1,200 rental.” This may be a reasonable conclusion but you might find it’s not. **You’ll be shocked at what didn’t know about the leasing process and maybe rethink whether or not you want to be doing it.** Every broker letting their agents do leasing, and every agent doing leasing, needs to take this class!

January 11th 1:30 pm - 4:30 pm Lease Purchase Profits Basics – Basics

This class addresses “when buyers and sellers need to use the lease purchase strategy: how to locate buyers; how to get them comfortable with lease purchase; how to structure the terms; how to deal with the earnest money; how to handle rent credit; how to set the price; how to deal with ones that can’t close; and how to keep yourself out of hot water when they crash”.

January 18th 9:30 am - 12:30 pm Introduction to Property Management (101)

Why develop a management business? Learn how to set up a management company from scratch; licenses needed to be a property manager; how to put together the right team for your management business/department; address liability issues of property management and how to minimize them; education and credentials you can acquire for Property Managers; and the state, federal and local laws that regulate the property management business. **This is about “setting it up right” so you are successful with property management.**

January 18th 1:30 pm - 4:30 pm An Overview of Property Management Processes (102)

This course includes an overview of the business starting with Marketing to Owners, Owner / Property Sign-ups, Marketing to Tenants, Signing up Tenants, Managing the Property, Managing the Tenant, Managing the Money, Managing the Owner, Move-out Processes and Terminations. Basically the entire process of listing, leasing and managing (first hour) with special emphasis (two hours) on **signing up owners** and getting the proper disclosures, insurances, warranties, signatures, escrow account disclosures, and getting the proper affidavits and certifications and other multiple (and entity) owners.

Setting up the tenant properly means getting all the information you need to make the proper evaluation, negotiating with the tenant, setting security deposits, pet deposits, co-signors, guarantors, scheduling and completing the move-in inspection and setting up maintenance expectations.

January 25th 9:30 am - 12:30 pm Building a Property Management Infrastructure (201)

Here we examine **the building blocks of property management.** Every management company must establish a Scope of Service (what it’s fees cover and don’t cover), build a model of who and what you will (and will not) manage; define their management style (broker or manager); build a Tenant Handbook outlining policies and procedures for every interaction between you and the tenant; build an Owner Handbook defining your relationship and how it will be managed; and define your company job description.

If you want to build a profitable management company you must start with these critical building blocks.

January 25th 1:30 pm - 4:30 pm Managing the Property after Move in (202)

Once the tenant is in you have to ... Manage the Money according to the real estate commission rules including rent collection, late rent and evictions, as well as report to owners regularly, and keep your trust accounts balanced. **Manage the Owner** issues including foreclosures, rules about contacting the tenant, battling HOA issues, emergencies, and a host of other challenges. **Manage the Tenant** including unauthorized pets, early terminations, defaults, property visits, and other management issues. **Manage the Property** includes dealing with maintenance, HOA disputes, lawn care, emergency maintenance processes, as well as physical property issues. **Manage the Move Out** procedures including the inspection, settling the security deposit, managing disputed charges, and dealing with utilities and lawn care. **Managing Terminations** includes getting owner’s instructions, settling escrow account disputes with owners, and following the real estate commission’s escrow account issues.

February 1st 9:30 am - 12:30 pm Preventing Litigation in Property Management (301)

To avoid lawsuits you need to pay special attention to foreclosures; Home Owners Associations battles; Move-Out Inspection disputes; mold claims; wrongful dispossessory; tenant Bankruptcies; personal property disputes; stop payments on certified checks; Constructive Eviction; Trust Account deadlines and traps; “They trashed my house and I blame you”; disbursing to the wrong owner; complaints against you; changing out roommates; identify theft; correcting novations, and rodents. **This is about managing high risk issues for property managers and preventing lawsuits.**

February 1st 1:30 pm - 4:30 pm Cashing in on Property Management (302)

In this class we learn how to fight the broker (and sales person) mindset; **turn a nickel-dime businesses into a “cash cow”**; generate revenue from residents, owners, and vendors; and address the contractual issues vs. policy issues, and challenges to implementation of new fees and charges. We will also examine 10 different businesses you can run out of your management company to generate even more profit for the company. We'll address the ethical issues of who you disclose to, what you disclose, and when to disclose. **This class is all about making property management profitable.**

Location: Georgia MLS Corporate Center in Tucker located at 1414 Montreal Road Tucker, GA 30084

Register at <http://www.atlantarealestateschool.com/schedules/index.cfm>

Register for one class or the entire series.

Georgia Institute of Real Estate and Crown Investor Institute Joint Project
Property Management Series (8 workshops; 3 hours each)

Register for one class or the entire series.

March 21st 9:30 am - 12:30 pm Introduction to Property Management (101)

Why develop a management business? Learn how to set up a management company from scratch; licenses needed to be a property manager; how to put together the right team for your management business/department; address liability issues of property management and how to minimize them; education and credentials you can acquire for Property Managers; and the state, federal and local laws that regulate the property management business. **This is about “setting it up right” so you are successful with property management.**

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March 28th 9:30 am - 12:30 pm Building a Property Management Infrastructure (201)

Here we examine **the building blocks of property management**. Every management company must establish a Scope of Service (what it's fees cover and don't cover), build a model of who and what you will (and will not) manage; define their management style (broker or manager); build a Tenant Handbook outlining policies and procedures for every interaction between you and the tenant; build an Owner Handbook defining your relationship and how it will be managed; and define your company job description.

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April 4th 9:30 am - 12:30 pm Preventing Litigation in Property Management (301)

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new fees and charges. We will also examine 10 different businesses you can run out off your management company to generate even more profit for the company. We'll address the ethical issues of who you disclose to, what you disclose, and when to disclose.

This class is all about making property management profitable.

Location: Georgia Institute of Real Estate located at 5784 Lake Forrest Drive, Atlanta, GA 30328

Register at www.LearningRealEstate.com

Register for one class or the entire series.