

First Course of 2010

Learn Why IREM Education Adds Value to Your Career

In the IREM Property Operations II track of courses, you'll complete your comprehensive training in property operations by covering financial calculations and analysis, property maintenance programs, and risk management.

Investment Real Estate Financial Tools (FIN402)

Date: Mon. & Tues., March 8 & 9, 2010
Time: Registration: 8:00 a.m.
Course: 8:30 a.m. to 5:00 p.m.
Place: Millineum Tower
10375 Richmond Ave., 1st Floor Training Room
Houston, TX 77042
Cost: \$570 Premier (CPM, CPM Candidates, ARM,
ACM, AMO Members)
\$660 Classic (Associate, Student, Academic
Members)
\$710 Nonmembers
TREC: 13 regular hours / no ethics or legal
Provider 0192 / Course 12-00-100-7435

This property management financial course addresses the core issues that impact fiscal planning, giving you the ability to calculate important financial components and take control of your property's financial outlook. Learn when to apply the appropriate financial tools in order to meet your owner's goals and promote the success of the properties you manage. What you'll learn:

- Budgeting and analysis: Owner's goals and objectives, budgets and forecasts, variances
- Cash flow analysis: Pro forma statements, cash flow trends, rates of return
- Capitalization and valuation: Property valuation, income capitalization, equity capitalization
- Financing: Types and sources of financing, principal and interest calculations
- Loan analysis: Loan-to-value, debt coverage, margin of safety, leverage applications

Name: _____

Company: _____

Address: _____

City, ST & Zip: _____

Email: _____

Phone: _____

Please bill my: ___ MC ___ Visa ___ AMEX in the amount of \$ _____

Acct # _____ Exp Date: _____

Signature _____

Enclosed is my check for \$ _____

Property Maintenance and Risk Management (MNT402)

Date: Wed. & Thurs., March 10 & 11, 2010
Time: Registration: 8:00 a.m.
Course: 8:30 a.m. to 5:00 p.m.
Place: Millineum Tower
10375 Richmond Ave., 1st Floor Training Room
Houston, TX 77042
Cost: \$570 Premier (CPM, CPM Candidates, ARM,
ACM, AMO Members)
\$660 Classic (Associate, Student, Academic
Members)
\$710 Nonmembers
TREC: 14 regular hours / no ethics or legal
Provider 0192 / Course 14-00-100-7430

Develop a first-rate property maintenance program and manage various types of risk by learning the specifics of planning, implementing and monitoring property maintenance operations.

What you'll learn:

- Property risk analysis: Risk management techniques, types of insurance coverage, safety and emergency needs and preparations.
- Maintenance programs: Maintenance for key facility systems, preventive maintenance, maintenance policies and procedures.
- Maintenance projects: Contractor negotiations and contract fulfillment, capital improvements and replacements.
- Conservation: Energy and water conservation strategies, green building considerations

How you'll benefit:

- Create and oversee top-of-the-line maintenance operations and anticipate potential risks
- Exceed client expectations with property maintenance processes that deliver optimum property performance
- Reduce capital expenses through maintenance programs that preserve real estate assets

MNT402 and FIN402 Cancellation Policy: For a cancellation more than 10 business days prior to the course, student receives a full refund. If the cancellation occurs less than 10 business days (but a minimum of three business days) prior to the course, a \$75 administration fee is imposed to either refund the tuition or transfer the student to another course. Cancellation within 72 hours (3 business days), or if the student is a no-show, there is no refund or transfer provided. No exceptions can be made to the rules above.



Fax your reservation to: 713-783-0283, or mail to
5850 San Felipe, Suite 118, Houston, TX, 77057,
or email adollar@iremhouston.org. Questions? 713-783-9225.