



# Leasing and Property Management



*(What You Need to Know!)*

*Instructor Robert Locke is a Master Property Manager and has been managing rental properties for more than 30 years. He is a frequent speaker at national and international real estate conferences.*

## LEASING COURSE DESCRIPTION

### LEASING AND THE LAW

**New!**

Many real estate brokers assume their agents are competent to lease their client's property because they are licensed and rely on the Georgia Association of REALTORS® (GAR) leasing forms. This assumption is far from true. There are several laws and procedures governing leasing with which sales agents are typically not familiar and it is getting agents and their brokers in hot water with the Georgia Real Estate Commission (GREC). Learn the laws that regulate the leasing business in Georgia and stay out of trouble when leasing property for your clients. Brokers, this should be a required class for any licensee handling leasing in your company!

Important Note: This course is intended for the leasing agent community and is not a property management course.

## PROPERTY MANAGEMENT 1 – 6 SERIES COURSE DESCRIPTIONS

### INTRODUCTION TO PROPERTY MANAGEMENT (101)

**New!**

Learn how to set-up a successful property management company that is in compliance with the laws that govern leasing and property management activities. Understand how to address and minimize liability issues and the state, federal and local laws that regulate the property management business. Learn about the education and various credentials available for property managers.

### AN OVERVIEW OF PROPERTY MANAGEMENT PROCESSES (102)

**New!**

Learn how to properly set up the owner and tenant, the cornerstone of the property management process. Gain an understanding of the business processes involved in property management including marketing to owners, signing up owners and properties, marketing to tenants, signing up tenants, managing the property, managing tenants, managing money, managing the owner, the move-out processes and terminations.

### BUILDING A PROPERTY MANAGEMENT INFRASTRUCTURE (201)

**New!**

Learn the essential building blocks for establishing a profitable property management company. Learn how to define your scope of service and management style, build a management model, develop a Tenant Handbook that outlines policies and procedures for all interaction, develop an Owner's Handbook to define the management relationship and how to define your company's job description.

### MANAGING THE PROPERTY AFTER MOVE-IN (202)

**New!**

Learn all of the processes involved in successfully managing property once the tenant has moved into the property. Take an in-depth look at managing the money, the owner, the tenant, the property, the move-in and the termination.

### PREVENTING LITIGATION IN PROPERTY MANAGEMENT (301)

**New!**

Learn how to manage high risk issues and prevent lawsuits when managing property. To avoid lawsuits, a property manager must pay close attention to foreclosed properties, Home Owners Association (HOA) battles, Move-Out Inspection disputes, mold claims, wrongful dispossessory, tenant bankruptcies, personal property disputes, constructive evictions, disbursing funds to the wrong owner, destruction of the property by the tenant and much more.

### CASHING IN ON PROPERTY MANAGEMENT (302)

**New!**

Discover how to make property management profitable and turn a "nickel-dime" business into a "cash cow". Learn how to generate revenue from residents, owners and vendors, how to address contractual issues vs. policy issues, and how to overcome challenges when implementing new fees and charges. This class will also examine ethical issues such as what must be disclosed, to whom and when.

**GAMLS Corporate Center**  
1414 Montreal Road  
Tucker, Georgia 30084  
**770-493-9000**  
**770-621-2211 Fax**

**GAMLS Training Institute @  
Metro South Association of  
REALTORS®(MSAR)**  
1671 Adamson Parkway  
Morrow, Georgia 30260  
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**770-493-9000**

**Toll Free 1-800-289-1214**

**Email: school@gamls.com**

**www.GeorgiaRealEstateSchool.com**

# Property Management 1 – 6 Course Enrollment Form



SELECT	DATE	TIME	LOCATION	CREDIT	COST
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## Property Management 1 – 6 Package

*\*Register for an entire day and save \$30!*

Indicate which date you would like to attend each of the property management classes.

*\*You must register for an entire day (two of the six classes on the same day) at the same time to receive the discounted rate.*

101: \_\_\_\_\_ 102: \_\_\_\_\_ 201: \_\_\_\_\_  
 202: \_\_\_\_\_ 301: \_\_\_\_\_ 302: \_\_\_\_\_ 6 hours credit \$70

*Choose one day for \$70, two days for \$140 or the entire 6-part series for \$210 and save!*

### Introduction to Property Management (101)

\_\_\_\_\_ Wednesday, September 25 9:30 a.m. – 12:30 p.m. MSAR / Morrow 3 hours credit \$50

### An Overview of Property Management Processes (102)

\_\_\_\_\_ Wednesday, September 25 1:30 p.m. – 4:30 p.m. MSAR / Morrow 3 hours credit \$50

### Building a Property Management Infrastructure (201)

\_\_\_\_\_ Wednesday, October 2 9:30 a.m. – 12:30 p.m. MSAR / Morrow 3 hours credit \$50

### Managing the Property After Move-In (202)

\_\_\_\_\_ Wednesday, October 2 1:30 p.m. – 4:30 p.m. MSAR / Morrow 3 hours credit \$50

### Preventing Litigation in Property Management (301)

\_\_\_\_\_ Wednesday, October 9 9:30 a.m. – 12:30 p.m. MSAR / Morrow 3 hours credit \$50

### Cashing in on Property Management (302)

\_\_\_\_\_ Wednesday, October 9 1:30 p.m. – 4:30 p.m. MSAR / Morrow 3 hours credit \$50

### ADVANCE REGISTRATION REQUIRED.

*In order to receive continuing education credit, you must be ON TIME, SIGN THE ROSTER and REMAIN IN CLASS for the entire session.*

### REGISTRATION INFORMATION • INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Date of Birth \_\_\_\_\_ Last Four of S.S.N. \_\_\_\_\_ Email Address \_\_\_\_\_

Name \_\_\_\_\_ R.E. License # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### PAYMENT INFORMATION

Please Make a Selection • Payment must accompany application

Cash \_\_\_\_\_ Check \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature Required \_\_\_\_\_ Date \_\_\_\_\_

#### REFUND POLICY

Course fee is non-refundable and non-transferable.

#### PAYMENT TOTAL:

\_\_\_\_\_

### FAX, MAIL OR BRING YOUR COMPLETED APPLICATION TO THE CORPORATE CENTER.

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# Lease Course Enrollment Form



SELECT	DATE	TIME	LOCATION	CREDIT	COST
<b>Leasing and the Law</b>					
_____	<i>To Be Determined</i>	9:30 a.m. – 12:30 p.m.	MSAR / Morrow	3 hours credit	\$30

**ADVANCE REGISTRATION REQUIRED.**  
*In order to receive continuing education credit, you must be ON TIME, SIGN THE ROSTER and REMAIN IN CLASS for the entire session.*

**REGISTRATION INFORMATION • INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

Date of Birth \_\_\_\_\_ Last Four of S.S.N. \_\_\_\_\_ Email Address \_\_\_\_\_  
 Name \_\_\_\_\_ R.E. License # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 County \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**PAYMENT INFORMATION**

Please Make a Selection • *Payment must accompany application*

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