



Leasing Property 101 & 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.

LEASE COURSE DESCRIPTIONS

LEASING AND THE LAW

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.*

LEASE PURCHASE PROFITS

Real estate agents are trying to help their clients solve vacancy issues and step into the new world of Lease Purchase in a soft real estate market. This means stepping into leasing and property management. Sales agents are typically familiar with the "sales contract" side of the equation but are often fuzzy about "leasing and management" issues. This course will help agents successfully handle a lease purchase and close the transaction without hurting their clients, themselves or their broker.

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
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
770-961-2203

**GAMLS Training Institute @
Northeast Atlanta Metro
Association of
REALTORS® (NAMAR)**
2145 Duluth Hwy.
Duluth, Georgia 30097
770-493-9000

**GAMLS Training Institute @
Cherokee Association of
REALTORS® (CAOR)**
1600 River Park Blvd.
Suite 104
Woodstock, Georgia 30188
770-493-9000

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, May 9	9:30 a.m. – 12:30 p.m.	MSAR / Morrow	3 hours credit	\$50
_____	Thursday, June 14	9:30 a.m. – 12:30 p.m.	NAMAR / Duluth	3 hours credit	\$50

An Overview of Property Management Processes (102)

_____	Wednesday, May 9	1:30 p.m. – 4:30 p.m.	MSAR / Morrow	3 hours credit	\$50
_____	Thursday, June 14	1:30 p.m. – 4:30 p.m.	NAMAR / Duluth	3 hours credit	\$50

Building a Property Management Infrastructure (201)

_____	Wednesday, May 16	9:30 a.m. – 12:30 p.m.	MSAR / Morrow	3 hours credit	\$50
_____	Wednesday, June 20	9:30 a.m. – 12:30 p.m.	NAMAR / Duluth	3 hours credit	\$50

Managing the Property After Move-In (202)

_____	Wednesday, May 16	1:30 p.m. – 4:30 p.m.	MSAR / Morrow	3 hours credit	\$50
_____	Wednesday, June 20	1:30 p.m. – 4:30 p.m.	NAMAR / Duluth	3 hours credit	\$50

Preventing Litigation in Property Management (301)

_____	Wednesday, May 23	9:30 a.m. – 12:30 p.m.	MSAR / Morrow	3 hours credit	\$50
_____	Wednesday, June 27	9:30 a.m. – 12:30 p.m.	NAMAR / Duluth	3 hours credit	\$50

Cashing in on Property Management (302)

_____	Wednesday, May 23	1:30 p.m. – 4:30 p.m.	MSAR / Morrow	3 hours credit	\$50
_____	Wednesday, June 27	1:30 p.m. – 4:30 p.m.	NAMAR / Duluth	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:



Lease Course Enrollment Form

SELECT	DATE	TIME	LOCATION	CREDIT	COST
Leasing and the Law					
_____	Tuesday, April 17	9:30 a.m. – 12:30 p.m.	MSAR / Morrow	3 hours credit	\$30
_____	Thursday, May 3	1:30 a.m. – 4:30 p.m.	MSAR / Morrow	3 hours credit	\$30
_____	Thursday, June 7	9:30 a.m. – 12:30 p.m.	NAMAR / Duluth	3 hours credit	\$30
Lease Purchase Profits					
_____	<i>To Be Announced</i>	1:30 p.m. – 4:30 p.m.	<i>To Be Announced</i>	3 hours credit	\$30



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www.GeorgiaRealEstateSchool.com