

D A T E

Thursday, November 29, 2018
 Wednesday, December 5, 2018
 Wednesday, December 12, 2018
 Wednesday, December 19, 2018

T I M E

9:00am - 12:15pm

L O C A T I O N

SAR Training Room

C O S T

Member Pricing
 \$129 Full Series | \$45 Individual Class
 Non-Member Pricing
 \$199 Full Series | \$60 Individual Class

C R E D I T

No BRE credit

T O R E G I S T E R

Register online at <http://ims.sacrealtor.org>
 or fax with payment to 916-779-3945.
 Questions: 916-437-1210

CANCELLATION POLICY: All registrants must cancel at least 48 hours in advance to receive refund. (Illness, accident or death in the family excluded)

Any photos taken during the course of the event may be used for future advertising or posted on social media. If you do not wish your photo to be published, please inform the Association.



2003 HOWE AVE.
 SACRAMENTO
 CA 95825-0176

PROPERTY MANAGEMENT BASICS SERIES

ATTEND ONE OR ALL FOUR CLASSES



Presenter: Robert Thomas, RMP, CRS, GRI
 Past President of the National Association of Residential Property Manager, California Chapter. Member of the Rental Housing Association of Sacramento

Bob has accumulated a vast amount of property management and real estate experience in his more than 20 years as a REALTOR®/Broker. Bob is a firm believer in contributing to the local real estate industry through leadership and committee involvement, and most importantly, the dispensation of industry education and knowledge.

Day 1 | Thurs., Nov. 29 Getting Started in Property Management & New Laws

- How to set up your Property Management Company
- Registering with the City/County, Bureau of Real Estate, federal taxing authorities
- Software selection vs. Quickbooks
- Legal update
- Setting up your trust account and general accounts at the bank
- Miscellaneous issues including a new non-smoking regulation, electrical vehicle charging stations, service and companion animals, medical marijuana and so much more...

Day 2 | Wed., Dec. 5 The Nuts and Bolts of Your Documents

- Management & rental agreements, addendums
- 3- day notices, 30 -, 60 -, & 90-day notices
- C.A.R. forms vs. California Apartment Association vs. your own forms
- Property management software - what's available, their costs and how to make your job easier
- How to run your company from your tablet

Day 3 | Wed., Dec. 12 You Are Being Audited, Are You Ready?

- Trust Account accounting - how to do the required triple reconciliation
- How to get ready for the audit
- Property registration and inspections
- Registering with the correct local authorities
- Self inspections and annual inspections
- Inspection software and inspection forms
- Rent Control

Day 4 | Wed., Dec. 19 Let's Make Some Serious Money

- Marketing with websites and social media to generate more calls.
- Marketing to REALTORS®, referrals, and the public.
- Using newsletters, promotions, and special offerings.
- Money that goes right to the bottom line.
- Monthly maintenance programs
- Fees: Late, NSF, application, maintenance company referral fees.
- Hiring/ Firing Documentation

REGISTRATION FORM

Property Management Educational Series

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

EMAIL _____

PHONE _____

METHOD OF PAYMENT: (Please check one) VISA MASTERCARD AMEX DISCOVER CHECK (MAKE CHECK TO SAR)

AMOUNT ENCLOSED: \$ _____

ACCOUNT NAME _____

ACCOUNT NUMBER _____

SIGNATURE _____

EXPIRATION DATE _____

SECURITY CODE _____