

Foundations of REAL ESTATE MANAGEMENT

Register Today!



AOBA and BOMA recognize that a well-trained staff is key to maintaining client and tenant relations. To meet this need, we are once again offering the popular “soup-to-nuts” course, **Foundations of Real Estate Management**, that covers key topics in administration and management, building systems and operations, accounting and reporting, and contract administration.

WHEN AND WHERE?

AOBA is offering this exciting five-day program on: **Friday, February 5 • Friday, February 12 • Friday, February 19 • Friday, February 26 • Friday, March 5**. Classes are scheduled from 8:00 am to 4:00 pm, at various DC office buildings. The first class will be at AOBA’s office, 1050 17th Street, NW, Suite 300. *The remaining locations will be announced soon.* To accommodate any student who must miss a class in February, AOBA will allow one make-up class when the Foundations course is offered again in April of 2010.

WHO SHOULD ATTEND?

Designed for property management professionals with less than five years experience, but more seasoned property managers will also benefit from the course. Building Engineers, Facility Managers, Suppliers and Building Tenants also gain a better understanding of real estate management functions and issues.

WHAT STUDENTS ARE SAYING

“This course was excellent, informative, convenient, and a great way to network.”

— James Buckley, Assistant Facility Manager, Transwestern

“As a professional parking management provider in today’s real estate market, we understand the importance of staying ‘in tune’ with our property management counterparts. When I signed up for the BOMA Foundations in Real Estate Management course series, I felt it would be a great way to become familiar with the day-to-day responsibilities of the property managers and ultimately provide my company with an enhanced ability to ‘partner’ with property management. Marc Fischer was a fantastic instructor and I was not disappointed. Every service-providing partner should take part in this exciting training!”

— Bobby Williams, Vice President, Marketing & Business Development

WHY SHOULD YOU REGISTER YOUR STAFF TODAY?

1. Course to be taught by **P. Marc Fischer**, CPM®, RPA, CCIM, Senior VP and Director, Management Services, Transwestern, who literally wrote the book on Real Estate Management!
2. Designed to supplement and reinforce on-the-job training.
3. Building tours included to provide participants with real-world management approaches.
4. Students will gain a valuable peer network — professionals they can call on to exchange ideas/ concerns/ success stories.

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FEES:

\$970 per person for AOBA members; \$1,170 for non-members.

This fee includes breakfast and lunch for each class, a comprehensive manual that will serve as a valuable on-the-job resource, and an attractive certificate of course completion.

REGISTRATION:

NOTE: *The course is limited to the first 20 registrants.*

Name: _____

Company: _____ Email: _____

Address: _____

Phone: _____ Fax: _____

PAYMENT OPTIONS:

- Pay at the Door (RSVP required)
- Prepay Online: www.aoba-metro.org and click on MEETINGS & EVENTS
- Prepay via Fax: 202.296.3399
- Prepay via Mail: (please make checks payable to AOBA or complete the credit information below)

AOBA
1050 17th Street, NW, Suite 300
Washington, DC 20036

- Pay by Credit Card
Credit Card Information: Mastercard VISA (check one)

Name On Card: _____ Number: _____

Expiration Date: _____ Signature: _____

City: _____ State: _____ Zip: _____

Thank you! If questions arise, please contact Jeannie Clarke at 202.296.3390.