



## Will the Real Property Manager Please Stand Up?

### Property Management Bootcamp

- Accounting issues; keeping accurate records for both the landlord and tenant
- Managing service orders, such as repairs; tracking the services for completion and assigning invoices to the correct properties
- Financial accountability; keeping accurate records and being able to provide itemized records for both landlords and tenants
- The Landlord/Tenant Act itself – knowing it inside and out; understanding the rights of both landlords and tenants
- E&O coverage at the brokerage for property management services

***Learn how to avoid that complaint call: sign up for this class before it fills up. Class covers:***

Disclosures  
Landlord/Tenant Act  
Fiduciary Responsibilities

Tenant Relations  
Broker Responsibilities  
Loss Prevention/Risk Management

**DATE:** April 23, 2013 8:30—4:30 p.m. (registration begins at 8:00)  
**LOCATION:** Northern Arizona Association classroom  
**COST** \$79 (includes lunch)  
**C/E:** 3-contract law/3-disclosure  
**INSTRUCTORS:** Sue Flucke, Mike Mulvena, Denise Holliday

**Register:** <http://www.regonline.com/pmb2013>

*Brought to you by: Arizona and Northern Arizona Associations of REALTORS*