



# Property Management: The Rules

July 24, 2018

1PM—4PM

Lunch is being provided prior to class from 12PM—1PM

## LOCATION:

Phoenix Association of REALTORS®  
5033 N 19th Ave #119  
Phoenix

## PRICE:

\$25 by 7/19

\$35 at the door

*No refunds after 7/14*

## INSTRUCTOR:

Mike Mulvena

## C/E:

3 Disclosure

\*c/e Issued by AAR

Have you inadvertently become a Property Manager? Don't accidentally violate regulations. Know the Rules.

## YOU WILL LEAVE THIS CLASS WITH A DEEPER UNDERSTANDING OF:

The Rules will familiarize you with:

- Elements of property management
- Roles and responsibilities of a property manager, and the required accountability to the client and Broker
- ADRE rules and processes
- Fair Housing laws and the Americans with Disabilities Act

You'll take a close look at:

- Fiduciary responsibilities (trust accounts, disbursements, reconciliation of trust account, conversions, and rent collection)
- Risk management and loss prevention (record keeping, ADRE Rules, data theft, backing up and storing data, tenant and landlord record retention, and confidentiality)
- Broker responsibilities

## INSTRUCTOR:



**Mike Mulvena** has over 27 years in real estate and property management and is a licensed Instructor of property management, Code of Ethics, licensing and renewal.

## CERTIFIED RESIDENTIAL PROPERTY MANAGER:

AAR's certification program is dedicated to property management and offers classes that you can use for your real estate license renewal. This program was designed to hone your knowledge and skills in topics that relate to your day to day business as a property manager. The curriculum was developed in concert with property management attorneys and longtime property management practitioners. To learn more, visit [www.aaronline.com/increase-knowledge](http://www.aaronline.com/increase-knowledge).

**REGISTER BY JULY 19**

[www.aaronline.com/event/e/CRPM07242018](http://www.aaronline.com/event/e/CRPM07242018)



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