



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! Class covers:

DISCLOSURES
LANDLORD/TENANT ACT
FIDUCIARY RESPONSIBILITIES

TENANT RELATIONS
BROKER RESPONSIBILITIES
LOSS PREVENTION/RISK MANAGEMENT

DATE: February 26, 2016 9:00—4:00 p.m.
LOCATION: **Scottsdale Area Association of REALTORS® classroom**
 8600 E. Anderson Dr., Scottsdale (480-945-2651)
COST: Members: \$79 (\$89 at-door)
 Non-Members: \$99 (\$109 at-door)
C/E: 3-contract law/3-disclosure (*certificates issued by AAR*)
INSTRUCTORS: Denise Holliday, Esq. & Sue Flucke
REGISTER TODAY: www.aaronline.com/event/e/PMBCfeb

CLASS SPONSORED BY:

NATIONAL TENANT NETWORK & CLARK SANCHEZ



CLASS PRESENTED BY:
Scottsdale Area Association of REALTORS®
Arizona Association of REALTORS®
 (C/E Provided by AAR School 602.248.7787)