

Course Information



Foundations of Real Estate™

Instructor: Team of BOMA experts in the Fields

Date: Thursdays starting in May 6th – June 10th

Time: 11:30 a.m. (working lunch)

Cost: \$ 525 BOMA Member Price
\$ 625 Nonmember Price

Class

Location: TBD-will be centrally located

You should be registered 10 business days prior to the class start date. A \$100 late fee will be applied to registrations received thereafter.

Cancellation Fee: If you do not cancel before 10 business days prior to the class start date, a \$100 cancellation fee will be charged.

BOMA will have to cancel the class if our registration does not meet 10 students. BOMA will notify all students 10 business days before the class start date.

Module 1: Real Estate Administration

- Roles and responsibilities of a property manager
- Adding value to a real estate investment
- Strategies for tenant satisfaction
- Contracting with vendors and suppliers and managing supplier agreements
- Property characteristics and leasing and marketing strategies
- Managing risk and understanding commercial insurance coverages
- Property Tour: the property management office

Module 2: The Well-Versed Real Estate Manager

- Developing effective emergency and disaster preparedness plans and programs
- Managing tenant improvements
- Budgeting, accounting, and business plan development
- Models for recovering operating expenses
- Due diligence process for buying and selling real estate
- Understanding OSHA safety requirements
- Understanding indoor air quality issues and EPA requirements
- Property Tour: engineering office and non-office occupancies

Module 3: Building Operations I

- How HVAC and plumbing systems work
- How electricity flows through a building and the various levels of power
- Work order systems and best practices for managing service calls
- Property Tour: HVAC, domestic water, fire alarm, fire sprinkler, main electric room

Module 4: Building Operations II

- Types and operations of fire alarm and control systems
- Reactive vs. preventive vs. predictive maintenance of building facilities and systems
- Elevator and escalator systems and operations
- Roofing systems—built-up, modified bitumen, single-ply
- Managing solid waste and recycling
- Managing cleaning services and contracts
- Property Tours: elevators/escalators, roof systems, solid waste/recycling, janitorial inspection

Module 5: Putting it All Together

- Successful approaches to pest management
- Types of parking structures and parking management
- Assuring secure and safe buildings
- Understanding and managing landscaping tasks and snow removal
- Learn about BOMA and meet BOMA leaders
- Learning assessment group exercise
- Property Tour: parking, security, pest control, landscaping

Registration Form

Complete this form, and mail or fax it to:

BOMA Orlando

P.O. Box 568156, Orlando, FL 32856

Phone 407-380-3320 ~ Fax 407-380-1265

www.bomaorlando.org

Prefix (circle one): Mrs. Ms. Miss Mr.

Name: _____

First Middle Last

Please print your name as you would like it to appear on your certificate.

E-mail: _____

Mail textbook(s) to (circle one): Office Home

Mail correspondence/grades to (circle one): Office Home

**Fill out both Office and Home addresses.
(No P.O. boxes)**

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Home Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

A deposit of \$100 will be required to hold a reservation for this class. If it is determined by reservations/deposits received that indeed the course will be offered, the deposit will be non-refundable and will go towards the final balance due (August 1st). If the response from BOMA members is not sufficient to hold the class (minimum 10 people), then all deposits will be refunded. If for some reason the person you have registered is unavailable to participate, a substitution can be made.

Payment Options (circle one):

Check enclosed Visa MasterCard AMEX

Make check payable to BOMA Orlando.

Name on card: _____

Card #: _____ Expiration Date: _____

4-digit code (Required for AMEX): _____

Billing Address: _____

Signature: _____

Please select payment:

_____ \$100 Non-Refundable Deposit (\$425 Balance due August 1, 2009)

_____ \$525 Course Registration

_____ \$625 Non-Member Registration

Payment plans available, please call the BOMA office.