



19210 S. Vermont Avenue, Building A, Suite 100
Gardena, CA 90248
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www.irwaonline.org

Course 700: Introduction to Property/Asset Management August 5-6, 2019 Phoenix, AZ



Course 700: Introduction to Property Management

Course Description:

This course addresses all major aspects of property and asset management. Participants will learn how to establish a cost-effective management plan that increases profitability, conserves resources and reduces risk exposure for properties managed.

Topics:

- Establish, classify, and maintain a property inventory
- Develop simplified management policies and procedures
- Identify and evaluate risks, hazards and liabilities
- Establish ownership monitoring schedules to control encroachments and other unauthorized uses
- Decide if property should be leased, sold or held
- Recognize advantages and pitfalls of joint use agreements
- Effectively repair and maintain improved properties
- Profitably dispose of excess lands or property rights

Course Level:

Core

Course Tuition Includes:

Participant Manual

Who Should Take This Course:

This course is designed for the full-time asset manager or generalist who manages an organization's properties and who addresses all major aspects of property management.

 Last Name First Name

 Title

 Company Name

 Address

 City, State, Zip/Postal Code

(____)____-____ Yes No Member No Member ID Number _____

 Email Address

If payment includes the fees for registrants other than yourself, check here:
 (Please submit names of other registrants on a separate paper along with this form)
 Will you also be attending? Yes No

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$415.00	\$415.00	_____

Total Member Registrants: _____
 Total Non-Member Registrants: _____

Non-members can attend their first class at the Member rate

PRINT NAME AS IT APPEARS ON CARD: _____ 3-DIGIT CVV: _____

AMEX MC VISA Card #: _____ EXP: _____

SIGNATURE: _____ Date: _____ Amount to be Charged: _____

Course 700: Introduction to Property/Asset Management August 5-6, 2019 Phoenix, AZ

Sponsor: IRWA Chapter 28
 Date: August 5-6, 2019
 Time: 2 days – 8 AM to 5 PM Daily
 City: Phoenix, AZ

Class Location:
 City of Glendale City Hall
 5850 W. Glendale Ave
 Main Lobby Entrance Floor 1
 Glendale, AZ 85301
 Phone: (623) 930-2000
 Participant Capacity: 35

Four Ways to Register:
 Online: www.irwaonline.org
 Fax: (310) 538-1471
 Phone: (310) 538-0233, x138
 Contact Course Coordinator

Course Instructor:

Lisa L. Amos, SR/WA, has over 30 years real estate experience, and since 2018 as Real Estate Program Manager with the City of Glendale, Arizona. Previously she was Property Management Supervisor with Maricopa County, Arizona, overseeing a flood control district's and transportation department's real estate holdings. From 1984-2000 Ms. Amos managed a Fortune 500 industrial company's Arizona and New Mexico real estate holdings. She is former PDC chair of IRWA Kachina chapter #28, and a past president of the greater Phoenix chapter of the National Association of Women in Construction. Ms. Amos is a Planning Commissioner for a local municipality and city appointed member of an EPA Superfund site advisory group. She holds an Arizona real estate license, and completed her AAS degree in Mass Communication, BS degree in real estate, and Masters degree in Public Administration. She facilitates IRWA 700 series courses.

Accommodations:
 Staybridge Suites Phoenix
 9340 W. Cabela Dr.
 Phoenix, AZ 85305
 Phone: (623) 842-0000
 Contact hotel directly for rates and reservations

Course Coordinator:
 Michelle Williams
 10625 N. 25th Ave
 Suite 200
 Phoenix, AZ 85029
 Phone: (602) 909-1572
 Email: mwilliams@cei-az.com

Cancellation Policy: All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

Tuition Refund Policy: Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff (education@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.