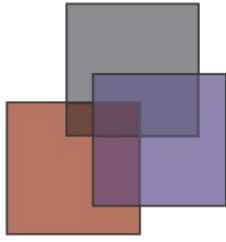


From BOMA International and BOMA/Suburban Chicago



Foundations of Real Estate Management™

High-Performance Training for High-Performance Real Estate Teams

What is *Foundations*?

- A soup-to-nuts, 6-module, 30-hour, entry-level course, covering the fundamentals of commercial real estate administration, management, building systems, accounting and reporting, contract management and more.
- Classroom instruction from seasoned professionals, reinforced by behind-the-scenes tours of outstanding buildings.
- Live, in-person training with small class sizes to facilitate learning, discussion and team activities.
- A complete package—instruction, peer networking, property tours and a comprehensive course manual that is easy to read and a valuable resource back on the job.

For all experience levels, *Foundations*...

- Reinforces on-the-job training for **junior** and **assistant property managers**.
- Provides “feet on the ground” experience and exposure for **administrative assistants** and **students** considering a career in commercial real estate.
- Offers a great refresher for **experienced professionals**—fills training gaps and provides important management and operations updates.
- Supports **suppliers** and **building engineers** who benefit from understanding the basics of real estate management.

Foundations—the right choice for your real estate firm:

- Eases the training burden by supplementing on-the-job and corporate training programs.
- Offers the highest caliber training, covering everything from A to Z.
- Prepares new and rising talent for more PM responsibilities and assignments.
- Teaches employees best practices from experienced, seasoned professionals.
- Delivers a curriculum that is regularly updated, ensuring the latest, most accurate information.
- Minimizes time out of the office with convenient scheduling over several days or weeks.
- Is offered locally through your local BOMA associations.

Foundations of Real Estate Management

5 SESSIONS – CONSECUTIVE FRIDAYS

Module 1: October 1, 2021

Module 2: October 8, 2021

Module 3: October 15, 2021*

Module 4: October 22, 2021

Module 5/6: October 29, 2021

*Due to a scheduling conflict, this class has been moved to October 13.

Classes will be held in the

West & Northwest Suburbs.

(Exact locations will be provided to registrants.)

Sign-in/Continental Breakfast at 8:00am.

Classes conducted from 8:30am-3:30pm.

\$650 per student from a BOMA Member Building

\$750 per student from a Non-Member Building

Lunch is included in class fee.

Space is limited to 25 students.

The curriculum must be taken in its entirety.

The Foundations of Real Estate Management training program provides the tools to better prepare our employees of the ins and outs of property management. This program gives our property management teams the opportunity to learn valuable techniques and principles to improve building operations and help spearhead employee growth. Great value for time spent!

Kim DeFily, RPA
Portfolio Manager
American Landmark Properties

Training is one of the things BOMA does best...why not take advantage?

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The *Foundations* Curriculum—What You'll Learn

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 and capital projects
- Budgeting, accounting, and business plan development
- Models for recovering base rents and operating expenses
- Due diligence process for buying and selling real estate
- Understanding OSHA safety requirements
- Understanding indoor air quality issues and EPA recommendations and 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
- Managing solid waste and recycling
- Managing cleaning services and contracts
- Property Tour: 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

Module 6: Other Property Types

- Major similarities and differences between managing office buildings and industrial, retail, mixed-use and medical office buildings.

BOMA *Foundations of Real Estate Management*[™] has been developed from BOMA/Atlanta's successful education program *Property Management 101*.

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Foundations of Real Estate Management

Please complete and return this form to BOMA/Suburban Chicago by Monday, September 27.

Email to: BarbT@BomaSuburbanChicago.com

Mail to: BOMA/Suburban Chicago, 1515 E. Woodfield Rd., Suite 110, Schaumburg, IL 60173

Phone: 847.995.0970 • Fax: 847.995.0971 • www.bomasuburbanchicago.com

Student Information

First Name: _____

Middle Initial: _____

Last Name: _____

(Indicate your name as you would like it to appear on your Certificate of Completion to be presented to those with 100% attendance only.)

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Payment Information

Check (Payable to BOMA/Suburban Chicago)

Credit Card: Visa MasterCard AMEX

Name on Card: _____

Card Number: _____

Exp. Date: _____ Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Membership Status

BOMA Member Non-Member