

## Continuing Professional Development Course

Offered by BOMI International and BOMA/Suburban Chicago



# Leasing and Marketing for Property Managers

3 Week Accelerated Course — Requirement for the RPA® designation.

**Instructor:** Colette Menolascino, RPA

**Location:** BOMA/Suburban Chicago Office, 1515 E. Woodfield Road, Suite 110  
Schaumburg, IL 60173

**Dates:** Tuesdays/Thursdays: September 10, 12, 17, 19, 24, 26, 2019

**Time:** 3:30pm – 7:30pm

**Cost:** Members \$1,050  
Non-Members \$1,150

Course fee includes computerized testing fee. There is a one-time \$225 registration fee for those entering the RPA, FMA and SMA programs.

If you are not pursuing a designation, there is an additional \$100 fee. Fees required by BOMI International.



### Course Description:

Predicting future opportunities for the property manager is a challenge. In this course, you will gain the skills needed to successfully lease and market building space under favorable as well as adverse economic conditions. You will learn to conduct targeted market surveys and to develop a marketing plan that will please both the owner and the tenant. Leasing and marketing are also approached in-depth from legal and ethical angles, as well as from a financial standpoint. This course, which includes current, reliable resources, such as relevant web sites, can help you stay on top of today's marketplace.

### Major Topic Areas Covered in this Course:

- Market Analysis
- Survey Conditions and Planning
- Ownership and Investment
- Renewal and Tenant Satisfaction
- The Leasing Plan and Lease Negotiations
- Public Relations and Advertising
- Tenant Prospecting and Space Allowance

### Applies to:

RPA® designations only

**Registration Deadline:** Friday, August 30, 2019

**Questions?** Contact Barb Turbett at [BarbT@BomaSuburbanChicago.com](mailto:BarbT@BomaSuburbanChicago.com) or 847.995.0970.

**Cancellation Policy:** A \$200 cancellation fee will apply to any cancellation made after August 30, 2019. Cancellations will not be accepted after September 10, 2019.

**Textbooks:** Textbooks must be picked up at the BOMA/Suburban Chicago office by September 6, 2019.

**Final Exams:** Final exams will be administered at Pearson Vue Testing Centers and the fee is included in registration.

**About BOMI:** BOMI International is a nonprofit, independent educational institute to fulfill the need for a higher level of training and expertise in the property and facility management profession. BOMI courses are recognized by many other organizations such as IREM, IFMA, IUOE, and AIA. Credits from these organizations may apply. For information about BOMI's other educational courses visit [www.bomi.org](http://www.bomi.org).

Please complete and return this form to BOMA/Suburban Chicago.

Email to: [barbt@bomasuburbanchicago.com](mailto: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](http://www.bomasuburbanchicago.com)

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**Leasing and Marketing for Property Managers**

**\*3 Week Accelerated Course — Requirement for RPA® designation.**

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Date: Tuesdays/Thursdays: September 10, 12, 17, 19, 24, 26, 2019

Time: 3:30pm – 7:30pm

Student Information <i>(all fields required)</i>			
First Name <i>(indicate as it will appear on certificate)</i>	Middle Name	Last Name	
BOMI ID # <i>(if a current student)</i>	Email	Mail Correspondence/Grades to <input type="checkbox"/> Home <input type="checkbox"/> Office	
Company Name	BOMA/Suburban Chicago Member <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company Address <i>(Required)</i>	City	State	Zip
Home Address <i>(Required)</i>	City	State	Zip
Office Phone	Fax	Home Phone	

**Enrollment Options and Fees** (Check  Only 1 of the 4 Options):

Current BOMI Students:	
<input type="checkbox"/> I am already enrolled in the following BOMI designation/certificate program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA <input type="checkbox"/> FMC <input type="checkbox"/> PAC <input type="checkbox"/> PMFP	No Enrollment Fee
<input type="checkbox"/> I am a BOMI designation holder who wants to enroll in a second (or third) designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA <input type="checkbox"/> FMC <input type="checkbox"/> PAC <input type="checkbox"/> PMFP	Enrollment Fee: \$100
New BOMI Students:	
<input type="checkbox"/> I am a new student who wants to enroll in this BOMI designation program Check <input checked="" type="checkbox"/> one: <input type="checkbox"/> RPA <input type="checkbox"/> FMA <input type="checkbox"/> SMT/SMA <input type="checkbox"/> FMC <input type="checkbox"/> PAC <input type="checkbox"/> PMFP	Enrollment Fee: \$225
<input type="checkbox"/> I am a new student who wants to take individual BOMI Course(s) only Your first course enrollment fee may be applied toward a designation enrollment fee	Enrollment Fee: \$100
<b>Enrollment Fee:</b>	

**Course Registration:** (You are considered a BOMA member if you are a member of any local BOMA association. A local BOMA member is the named representative of a BOMA building or business.)

<b>BOMA Members</b> <input type="checkbox"/> \$1,050	<b>Non-Members</b> <input type="checkbox"/> \$1,150	<b>Registration Fee:</b>
Contact BOMA/Suburban Chicago staff for payment options, if required.		<b>Total Fees Due:</b>

**Payment Information:**

<input type="checkbox"/> Check <i>(Payable to BOMA/Suburban Chicago)</i>	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Name on Card	Card Number	Exp. Date	Security Code	
Billing Address	City	State	Zip	
Signature				

Please complete and return this form to BOMA/Suburban Chicago.

Email to: [barbt@bomasuburbanchicago.com](mailto: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](http://www.bomasuburbanchicago.com)

# FREQUENTLY ASKED QUESTIONS

## FEES

Fees are subject to change without notice.

## ENROLLMENT FEES

To enroll in your first program, a \$225 (USD) enrollment fee will be applied. To enroll in your second or third program, a \$100 (USD) enrollment fee will be applied. There is a \$100 (USD) fee for individual courses (those taken separately from a certificate or designation program). Fees are nonrefundable and must be paid with or before enrolling in a course, certificate, or designation program.

## COURSE REQUIREMENTS

Because this is a dynamic industry, specific course requirements are based on date of enrollment. If you are not sure of your particular course requirements, please check with BOMI International.

## REFUNDS

Refund policies are set by the BOMA Locals; please check with your BOMA Local.

*For more information on BOMI International policies, including eligibility periods, rescheduling, and cancellation options, please visit [www.bomi.org](http://www.bomi.org) to review the BOMI International Computer-Based Testing (CBT) Student Handbook.*

## COMPUTER-BASED TESTING (CBT)

With the exception of Ethics Is Good Business® ShortCourse™, exams are administered via Computer-Based Testing (CBT) through our testing provider, Pearson VUE. The registration fee provides for one testing session during the six-month eligibility period, which can be scheduled at the student's convenience at a Pearson VUE testing center of their choice. [Click here](#) to locate your nearest Pearson VUE testing center.

## EXAM ELIGIBILITY PERIOD

Students have a six-month eligibility period to schedule and take their exam. For Classroom students, the eligibility period begins on the first day of class.

## EXAM ADMINISTRATION FEE (INCLUDES RETAKES, NO-SHOWS, AND EXTENSIONS)

Students who fail an exam, do not cancel a scheduled exam appointment at least 24 business hours prior, or wish to extend their eligibility period by an additional six months, will incur an Exam Administration Fee. This fee includes testing and administrative fees and gives students a new six-month eligibility period to complete the exam. This new six-month window begins when the payment is processed. Exam Administration Fee: \$150 (USD)

## COURSE COMPLETION

Successful completion of a course requires passing an exam with a minimum score of 70 percent. Upon registration, students are provided a six-month eligibility period in which to take the exam. Students requiring an additional eligibility period will incur an Exam Administration Fee for the course and will be required to purchase updated course materials if applicable.

## BOMA-SPONSORED SEMESTER-LENGTH AND ACCELERATED REVIEW POLICIES AND PROCEDURES

Please call your BOMA Local for up-to-date information.

- Register with your BOMA Local for a specific course.
- Check with your BOMA Local for payment schedules; pay the BOMA Local directly.
- Learning materials will be provided by your BOMA Local.
- Cancellations for any reason are handled by each BOMA Local. Check with your BOMA Local about specific policies.
- Some BOMA Local Associations offer discounted prices to BOMA members. You are considered a BOMA member if you hold membership in any BOMA Local Association. You are responsible for verifying membership.

## ETHICS IS GOOD BUSINESS® SHORTCOURSE™ POLICIES AND PROCEDURES

All Ethics Is Good Business® ShortCourse™ exams will be administered online using BOMI International's Learning Management System. Self-Study students taking the Ethics Is Good Business® ShortCourse™ have six (6) months from the time they register to successfully complete the exam. Classroom students have six (6) months from the class start date to successfully complete the exam. Students will be given three chances to pass the exam. The first passing score will be recorded. For an additional six-month period, students will incur the full course fee and receive the course materials upon re-registration for the Ethics Is Good Business® ShortCourse™. **\*System recommendations for Ethics Is Good Business® ShortCourse™ and exam: Although the courses have been tested on multiple sites and platforms, the recommended software and hardware are: Microsoft Windows operating system, Internet Explorer 7.0 and above, and a high-speed connection**

## STATEMENT OF NONDISCRIMINATION

BOMI International is committed to providing an education opportunity for all persons and admits students of any race, color, gender or sexual preference, age, nondisqualifying handicap, religion, or national or ethnic origin.

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