



## FOUNDATIONS OF REAL ESTATE MANAGEMENT

### MODULES

- ⇒ **Module 1: Real Estate Administration**
- ⇒ **Module 2: The Well-Versed Real Estate Manager**
- ⇒ **Module 3: Building Operations I**
- ⇒ **Module 4: Building Operations II**
- ⇒ **Module 5: Putting It All Together**

**Earn 30 CPD credits by attending all five sessions.**

**Completion of this series will satisfy the verifiable education criteria for you to take the new CMCP Exam. The new certification for Commercial Property Managers who want to Fast-Track their careers! (additional fee required)**

**Be recognized as a Certified Manager of Commercial Properties (CMCP).**

**Learn more at [www.creci.org](http://www.creci.org)**

**Fridays, January 10, 17, 24, 31, Feb 7**

Mountain Development Corp. 56 Livingston Ave, Roseland NJ 07068  
| 9:00 am —3:00 pm

### WHAT IS FOUNDATIONS?

A 5-module, 30-hour, entry-level course, covering the fundamentals of commercial real estate administration, management, building systems, accounting/reporting, contract management, and more.

### 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

## REGISTRATION

- ☐ **SPECIAL BOMA Member \$350 \***  
☐ **Non-Member \$850**

\* Regular Price \$700 - Discount provided by BOMA-NJ "Education-4-Members" Program

**A casual lunch is included each class.**  
*Pre-payment is required. No refunds will be given for cancellations after December 27*

Please register by: **Friday, December 27**  
Email: [Pat.Hanley@bomanj.org](mailto:Pat.Hanley@bomanj.org) or call  
973-696-2914 or online at [www.bomanj.org](http://www.bomanj.org)  
199 Prospect Avenue, North Arlington NJ 07031

Name \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Payment Method: ☐ Check ☐ Credit Card

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ S/C: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_ Zip: \_\_\_\_\_



# FOUNDATIONS OF REAL ESTATE MANAGEMENT

## **MODULE 1: REAL ESTATE ADMINISTRATION**

**Friday, January 10, 9:00 am—3:00 pm**

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

## **MODULE 2: THE WELL-VERSED REAL ESTATE MANAGER**

**Friday, January 17, 9:00 am—3:00 pm**

- 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

## **MODULE 3: BUILDING OPERATIONS I**

**Friday, January 24, 9:00 am—3:00 pm**

- 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 service calls

## **MODULE 4: BUILDING OPERATIONS II**

**Friday, January 31, 9:00 am—3:00 pm**

- Types and operations of fire alarm and control systems
- Reactive vs. preventative vs. predictive maintenance of building facilities/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

## **MODULE 5: PUTTING IT ALL TOGETHER**

**Friday, February 7, 9:00 am—3:00 pm**

- 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

*Once you have completed the course, you will receive a certificate in the mail directly from BOMA International.*