

COMMERCIAL PROPERTY MANAGEMENT

Instructor: **Patty Toth**

GREATER HARRISBURG



REALTORS®
INSTITUTE

Approved for 3.5 hours PA Real Estate Continuing Education

Date:

Tuesday,
March 13, 2012

Place:

GHAR Office
424 N. Enola Drive,
Enola, PA 17025

Time:

8:30 a.m.– 12:00 p.m.
*Registration opens
30 minutes before class
start time.*

Cost: \$45.00

This course will cover the basics of commercial property management. The financial section of the class will cover improving the Net Operating Income (NOI) of any property by increasing income and lowering expenses, budgeting, rents and how to establish a rental rate, bidding service contracts and handling Common Area Maintenance (CAM)

Real Estate Professionals will learn:

- Understanding the importance of a strong lease agreement
- Improving negotiation skills regarding lease terms & conditions
- The property manager will become more aware of the market conditions, how to establish rental rates, assist the owner with budgets and increasing the NOI of property
- Tenant retention in hard economic times
- How to effectively and efficiently take over a new property
- Importance of zoning and permitted uses in attracting new tenants

Register:

Phone: (717) 364-3205
Fax: (717) 364-3206

MEMBERS ONLY: Register
online at www.ghar.info

REGISTRATION CLOSING AT CLASS START TIME. YOU MUST BE SEATED AT THAT TIME IN ORDER TO RECEIVE CREDIT FOR THE COURSE.

This course does not fulfill the CE requirement for licensees licensed between December 1, 2009 and November 30, 2011.

NOTE: At the time a GHAR member registers for a class, he assumes payment responsibility for that class. GHAR members may pay tuition (class fees) at the door. **Non-members must pay at time of registration.** Tuition must be paid in full prior to the start of a class. Tuition payments are refundable if 48 hour cancellation notice is given. If a student leaves after a class begins, no portion of tuition is refunded. Students must have registered, paid for class, and be seated at the advertised class start time in order to be admitted to the class. Late arrivals will not be seated, and will not be entitled to a refund. If the School finds it necessary to cancel the entire course, the full dollar amount of any payment will be promptly refunded. If the School cancels a portion of the course, the unused portion of the tuition may be credited towards a future course or refunded. No portion of the tuition will be refunded after class day begins.

In order to better accommodate your needs, please be sure to notify us in advance, if you have any disability which will require special auxiliary aids and/or services at this event. Payments to the Greater Harrisburg Association of REALTORS® are not deductible as charitable contributions for Federal Income Tax purposes; however, such payments may be deductible as ordinary and necessary business expenses.

Earn your CE credits today. The current cycle ends May 31, 2012!