



San Francisco Feb. 23-26, 2009

Come to San Francisco for IREM Education

As a real estate manager, you need a broad range of skills to manage your property operations successfully from both a short- and long-term perspective. *Property Operations I*, the first of a two-part series, addresses essential human resources and marketing and leasing concepts that will help your properties thrive in today's competitive real estate market.

Property Operations I Courses:

Select one of the following:

- "Marketing and Leasing: Multifamily Properties" (MKL405) or
 - "Marketing and Leasing: Office Buildings" (MKL406)
- and

"Human Resource Essentials for Real Estate Managers" (HRS402)



Classroom format: 4 days, 8 am-5 pm. HRS402 Feb. 23-24, MKL405 and MKL406 Feb. 25-26

Tuition: \$1,140 premier member rate; \$1,320 classic member rate; \$1,430 non-member rate

Registration:

Name _____

Company _____

Street address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____ Email _____

Please indicate which MKL course: ___ MKL405 ___ MKL406

Education Sponsor



Payment Method:

- Check enclosed (payable to IREM SF)
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Member Discount:

- IREM Member Discount** (Select one)
PREMIER MEMBER RATE
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 - ARM® Member ARM® Applicant AMO Firm Employee
- CLASSIC MEMBER RATE**
- Academic Member Student Member
 - Associate Member
- NON-MEMBER RATE**

Send this Form to:

1592 Union Street # 195 San Francisco, CA 94123
or fax to: 415-243-8329 website: www.iremsf.org

Cancellation Policy

- To cancel your registration in a classroom course, please notify the IREM course sponsor/registrar, by phone, mail, fax or e-mail.
- If you cancel 10 or more business days prior to the start of the course, you will receive a full refund or your registration fee.
- If you cancel less than 10 business days but a minimum of three business days prior to the start of the course, you may either receive a full refund (less a \$75 administrative fee) of your registration fee, or you may transfer to another course offered by another sponsor or via an alternative delivery method. The \$75 administrative fee is applied to each individual course cancelled. Transfer to another course or delivery method is only valid for us to 12 months from the date of cancellation- If you cancel within three business days of the course start or you are a no-show, your registration fee cannot be refunded, nor can you transfer your registration to another course.
- Only students who register for, attend, and completed an IREM course are eligible to receive the corresponding course materials.
- IREM may from time to time find it necessary to cancel a course. In such cases, your registration fee will be fully refunded. However, IREM assumes no liability for any expenses incurred other than the registration fee.

Course Site:

The Donatello Hotel on Union Square

501 Post Street SF 94102
415-441-7100

A limited number of rooms are available.
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