



# San Francisco

# April 27-30, 2009

Come to San Francisco for IREM Education

In the *Property Operations II* track, you will complete your comprehensive training in property operations by covering financial calculations and analysis, property maintenance programs, and risk management. After completing both *Property Operations I* and *Property Operations II*, you'll have mastered the diverse disciplines involved in maximizing your property's potential.

### Property Operations II Courses:

- "Property Maintenance and Risk Management" (MNT402)
- "Investment Real Estate: Financial Tools" (FIN402)

**HP10BII Financial Calculator Required:** The HP10BII financial calculator is required for the FIN402 course. Course materials illustrate keystrokes for this calculator only. Students taking this course are expected to have a working knowledge of the basic operations and functionality of the calculator. Students are encouraged to download the "HP10BII Financial Calculator Quick Reference Guide" from [www.irem.org/pdfs/education/QuickReferenceGuide.pdf](http://www.irem.org/pdfs/education/QuickReferenceGuide.pdf) and review it prior to taking the course.

\* *Applies credit toward CPM®, ARM®, ACoMT*

**REGISTRATION: 8:00-8:30 A.M. COURSE: 8:30-5:00 PM**

## Registration:

Name \_\_\_\_\_

Company \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Courses:  MNT402 April 27-28     FIN402 April 29-30



## Payment Method:

- Check enclosed (payable to IREM SF)
- Credit Card (please specify type)
  - Visa
  - MasterCard                      Amount:\$ \_\_\_\_\_
  - American Express
- Cardholder Name \_\_\_\_\_
- Card Number \_\_\_\_\_
- Expiration Date \_\_\_\_\_

## Tuition

- IREM Member Discount** (Select one)  
**PREMIER MEMBER RATE--\$1,140 or \$570 per class**
- CPM® Member     CPM® Candidate
  - ARM® Member     ARM® Applicant     AMO Firm Employee
- CLASSIC MEMBER RATE--\$1,320 or \$660 per class**
- Academic Member     Student Member
  - Associate Member
- NON-MEMBER RATE -- \$1,430 or \$715 per class**

## Send this Form to:

1592 Union Street # 195 San Francisco, CA 94123  
or fax to:415-243-8329    website: [www.iremsf.org](http://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 of 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.**  
Mention IREM for a special rate.

