



19210 S. Vermont Avenue, Building A, Suite 100
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Phone: (310) 538-0233
www.irwaonline.org

Course 700: Introduction to Property/Asset Management April 15-16, 2019 Dimondale, MI



Course 700: Introduction to Property Management

Course Description:

This course addresses all major aspects of property and asset management. Participants will learn how to establish a cost-effective management plan that increases profitability, conserves resources and reduces risk exposure for properties managed.

Topics:

- Establish, classify, and maintain a property inventory
- Develop simplified management policies and procedures
- Identify and evaluate risks, hazards and liabilities
- Establish ownership monitoring schedules to control encroachments and other unauthorized uses
- Decide if property should be leased, sold or held
- Recognize advantages and pitfalls of joint use agreements
- Effectively repair and maintain improved properties
- Profitably dispose of excess lands or property rights

Course Level:

Core

Course Tuition Includes:

Participant Manual

Who Should Take This Course:

This course is designed for the full-time asset manager or generalist who manages an organization's properties and who addresses all major aspects of property management.

 Last Name First Name

 Title

 Company Name

 Address

 City, State, Zip/Postal Code

(____)____-____ Yes No _____
 Phone Member Member ID Number

 Email Address

If payment includes the fees for registrants other than yourself, check here:
 (Please submit names of other registrants on a separate paper along with this form)
 Will you also be attending? Yes No

	Registration Deadlines	Member Tuition	Non-Member Tuition	Total Tuition Amount
On and Before:	March 31, 2019	\$415.00	\$520.00	_____
On or After:	April 1, 2019	\$440.00	\$545.00	_____

Total Member Registrants: _____
 Total Non-Member Registrants: _____

PRINT NAME AS IT APPEARS ON CARD: _____ 3-DIGIT CVV: _____

AMEX MC VISA Card #: _____ EXP: _____

SIGNATURE: _____ Date: _____ Amount to be Charged: _____

Course 700: Introduction to Property/Asset Management April 15-16, 2019 Dimondale, MI

Sponsor: IRWA Chapter 7
 Date: April 15-16, 2019
 Time: 2 days – 8 AM to 5 PM Daily
 City: Dimondale, MI

Class Location:
 Horatio Earle Learning Center
 7575 Crowner Drive
 Dimondale, MI 48821
 Phone: (517) 335-2408
 Participant Capacity: 30

Four Ways to Register:
 Online: www.irwaonline.org
 Fax: (310) 538-1471
 Phone: (310) 538-0233, x138
 Contact Course Coordinator

Course Instructor:

Mike A. Penick, SR/WA is Property & Leasing Coordinator and Right-of-Way Manager at Louisville Metro Government; prior to LMG, Mike was employed as a Right-of-Way Agent at HMB Engineers and Presnell Associates, with acquisitions experience since 1998. Mike has a Bachelor's degree in Business Administration from the University of Louisville, and an MBA with International Concentration from McKendree University, with memberships in the honor societies of Phi Kappa Phi and Sigma Beta Delta. In addition, Mike has taught courses for Jefferson County Public Schools' Adult Education Program. Mike has served in all board level positions for IRWA Chapter 25, is currently a Certified Course Coordinator, and the Chapter 25 Education Chair.

Accommodations:

Comfort Inn and Suites Dimondale
 9742 Woodlane Drive
 Dimondale, MI 48821
 Phone: (517) 345-6101
 Rate: Single - \$75.00 + tax per night
 Contact hotel directly for reservations
 Hotel block under: IRWA Chapter 7 Classes
 Must reserve by April 1, 2019

Course Coordinator:

Haleigh Hammond
 2700 W. Argyle St.
 Jackson, MI 49202
 Phone: (517) 416-7674
 Email: haleigh.hammond@cai-engr.com

Cancellation Policy: All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

Tuition Refund Policy: Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff (education@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.