



19210 S. Vermont Avenue, Building A, Suite 100
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www.irwaonline.org

701 Property/Asset Management: Leasing 01.25-26.2018 Richardson, TX



Course 701 - Property Management Leasing

Course Description:

In this course, participants will learn the fundamentals and practical aspects of leasing through exercises, case studies and sample documents. Participants will gain a clear understanding of the reasoning and rationale behind leasing decisions. This course emphasizes the practical aspects of leasing, specifically focusing upon two leasing situations: acquisition leases (when the agency is the lessee) and revenue leases (when the agency is the lessor). Special consideration is given to the complex problems which can arise when the lessee will construct substantial improvements.

Topics:

- Preface and introduction of asset and property management
- Leasing program overview
- Building “the team”
- Decision making
- Leasing negotiation and documentation
- Leasehold administration

Course Level:

Intermediate

Course Tuition Includes:

- Participant Manual

Who Should Take This Course:

This course is intended for right of way professionals and individuals who manage properties for lease.

Last Name

First Name

Title

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

Company Name

Address

City, State, Zip/Postal Code

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

Email Address

	Registration Deadlines	Member Tuition	Non-Member Tuition	Total Tuition Amount
On and Before:	Jan. 3, 2018	\$415.00	\$520.00	_____
On or After:	Jan. 4, 2018	\$490.00	\$595.00	_____

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: _____

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Sponsor: IRWA Chapter 36
Date: January 25-26, 20178
Time: 2 days – 8 AM to 5 PM Daily
City: Richardson, TX

Class Location:
Half Associates
1201 North Bowser
Richardson, TX 75081
Phone: (214) 346-6291
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:

Georgia S. Snodgrass, SR/WA, R/W-NAC, R/W-AMC, is a popular Instructor for the CLS-Professional Development Institute (Contract Land Staff) as well as for the IRWA. She obtained her Bachelor of Science Degree in Business Education from Eastern Kentucky University, Richmond, Kentucky and obtained her Master of Science Degree in School Business Administration from Pepperdine University, Malibu, CA. Prior to joining Contract Land Staff, she was a Real Estate Representative III for the San Antonio River Authority with responsibility for acquisition and project management oversight on behalf of the River Authority, plus additional oversight responsibilities for the asset management program. Prior to the River Authority, Ms. Snodgrass was the chief negotiator for the San Diego Unified School District and was responsible for their asset management program for 32 years. She is past Chair of both Regions 1 and 2 and Past Chair of the International Membership Committee. She has been approved since 2007 to teach the 700 Series of IRWA Asset Management Courses as well as IRWA Communications Courses 205 and 213. In addition, she is a Certified Course Coordinator for her chapter.

Accommodations:

Holiday Inn Dallas - Richardson
1655 N. Central Expressway
Richardson, TX 75080
Phone: (972) 238-1900
Rate: Single/Double - \$125.00 + Tax
Contact hotel directly for best rates and reservations

Course Coordinator:

Tommy Matthews, R/W-AC
4819 State Highway 121
Suite 10-H
The Colony, TX 75056
Phone: (214) 618-0634
Email: tommy@edgestonerealty.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.