



INTERNATIONAL RIGHT OF WAY ASSOCIATION

19750 S. Vermont Ave, Suite 220
Torrance, CA 90502
Phone: (310) 538-0233
www.irwaonline.org

Coming Soon!

Course 701: Property Management : Leasing

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. The primary focus centers around acquisition and revenue leasing with an emphasis on private sector issues. Participants will gain a clear understanding of the reasoning and rationale behind leasing decisions. The participants will discover how to protect income through the discussion of: lease terms; maintenance provisions; default clauses; assignment and subletting; risk management/loss control; default/remedies. The participants will also learn how to maximize income through the study of feasibility analysis, lease options and leasehold marketing.

This course emphasizes the practical aspects of leasing. It deals with two leasing situations:

1. Acquisition leases – when the agency is the lessee
2. Revenue leases- when the agency is the lessor

Special consideration is given to the complex problems that can arise when the lessee will construct substantial improvements. Case studies and sample documents are used throughout the course.

Prerequisites:

It is highly recommended that participants successfully complete IRWA Course 700, "Introduction to Property Management", or have otherwise acquired a basic understanding of property management functions, prior to attending this class.

Topics:

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

Course Tuition Includes: Participant's Manual

Who Should Take This Course:

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

Last Name	First Name	
Title		
Company Name		
Address		
City, State, Zip		
() -	<input type="checkbox"/> Yes <input type="checkbox"/> No	Member ID Number
Phone		
Member		
Member ID Number		
Email Address		

If payment includes the fees 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 Due	
Before 10/13/2008 :	\$415.00	\$520.00	\$ _____	Total Member Registrants: ____ Total Non-Member Registrants: ____
After 10/13/2008 :	\$440.00	\$545.00	\$ _____	

PRINT NAME AS IT APPEARS ON CARD: _____

Amex MC Visa Card #: _____ Exp: _____ 3-Digit CVV: _____

Signature: _____ Amount to be Charged: _____

Course 701: Property Management : Leasing

Sponsor: IRWA Chapter 1
Date: November 5-6, 2008
Time: 8:00 AM - 5:00 PM Daily
City: San Pedro, CA

Class Location:
 Plaza at Cabrillo Marina
 224 Whalers Walk
 San Pedro, CA 90731
 Phone: (310) 732-3525

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

Registration Deadline/Late Fee Policy:
 Registration deadlines and subsequent late fees may be set at the chapter's discretion
 Registration fee after 10/13/08 is inclusive of \$25.00 late fee.

Cancellation Policy:
 Written notification must be received by the course coordinator prior to class start date to be eligible for tuition refund:
 - 100% if notice received 15 days or more prior to class start date
 - 75% if notice received less than 15 days
 - no refund issued for notice received on or after class start date

Accommodations:
 Double Tree Hotel San Pedro
 2800 Via Cabrillo Marina
 San Pedro, CA 90731
 Phone: (310) 514-3344

Rates: (starting at)
 Single: \$134 + Tax
 Double: \$143 + Tax

Please contact the hotel directly for rates and reservations.

Course Coordinator:
 Kenneth Stanberry
 425 S. Palos Verdes Street
 San Pedro, CA 90731
 Phone: (310) 732-3525
 Fax: (310) 547-1725
 Email: kstanberry@portla.org

About the Facilitator:
Georgia S. Snodgrass, SR/WA, R/W-NAC, obtained her Bachelor of Science Degree in Business Education from Eastern Kentucky University, Richmond, KY. She obtained her Master of Science Degree in School Business Administration from Pepperdine University, Malibu, CA. She is currently a Real Estate Representative for the San Antonio River Authority with responsibility for the asset management program as well as some acquisition projects. 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 Region 1 and Past Chair of the International Membership Committee. In addition to being a Certified Course Coordinator, she has been approved to teach the 700 Series of IRWA Courses.