



19210 S. Vermont Avenue, Building A, Suite 100
Gardena, CA 90248
Phone: (310) 538-0233
www.irwaonline.org

Course: 700 Introduction to Property/Asset Management March 22-23, 2018 San Antonio, TX



Course 700: Introduction to Property/Asset 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:	Mar. 8, 2018	\$415.00	\$520.00	_____
On and After:	Mar. 9, 2018	\$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 March 22-23, 2018 San Antonio, TX

Sponsor: IRWA Chapter 39
Date: March 22-23, 2018
Time: 2 days – 8 AM to 5 PM daily
City: San Antonio, TX

Class Location:
San Antonio River Authority
100 E. Guenther Street
San Antonio, TX 78204
Phone: (210) 227-1373
Participant Capacity: 24

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

Accommodations:
La Quinta Inn & Suites
100 W. Cesar Blvd.
San Antonio, TX 78204
Phone: (210) 212-5400
Contact the hotel directly for rates and reservations

Course Coordinator:
Joyce G. Labus, SR/WA
145 Navarro
San Antonio, TX 78205
Phone: (210) 416-4557
Fax: (210) 353-2965
Email: jglabus@cpsenergy.com

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.

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.