

Independent Rental Owners Course An Overview of Property Ownership and Management

A course designed to give the Independent Rental Owner (IRO) an overview of the many business practices of property management.

Hosted by the Southwest Missouri Rental Housing Association, a local association with the help of other IROs, devoting their time and expertise to provide information and insight to each topic.

Course Objectives:

As a result of completing each module in this course, you will be able to:

- Review the key elements that result in successful independent rental unit ownership.
- Follow a recommended framework for budget preparation and completion.
- Locate resources for tax benefits and guidelines.
- Assess your property for risk exposure.
- Follow successful rental unit turnkey processes.
- Establish rental rates based on market conditions and supply and demand.

- Locate resources to assist you with the day to day management of your assets.
- Utilize a standard Lease Agreement and Addenda.
- Rent to prospective residents and retain current residents.
- Practice managing your property within the guidelines of Fair Housing laws.
- Locate resources that govern rental unit housing.

This course is designed by the National Apartment Association and will be hosted by the Southwest Missouri Rental Housing Association



Southwest Missouri
Rental Housing
Association

**Your Educational Source for
the Rental Housing Industry**

Independent Rental Owner Course



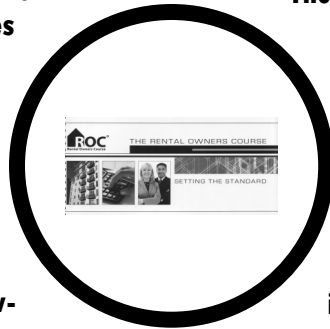
**Date: Saturday,
May 15, 2010**

Time: 9:00—4:00

**Joplin Board of
Realtors Office
7th & Florida**

An Overview of Property Ownership and Management

This course is designed to give the Independent Rental Owner (IRO) an overview of the many business practices of property management. With the help of other IROs who are devoting their time and expertise to this program, the new Independent Rental Owner will receive the "insider's view" of property ownership and management practices. In addition to serving as subject matter experts, contributors offer a common-sense approach to avoiding property manage-



Rental Owners Course—
Setting the Standard

ment errors and oversights.

The Independent Rental Owner course, hosted by your local rental association, provides information and insight to each topic. An IRO serves as public relations specialist, administrator, chief financial officer, marketing director, and operations manager. The key to success is to be informed in all areas of property management and knowing where to go to obtain the information that is needed to effectively run the business.

Course Topics

- Budget & Financial Management
- Taxes
- Risk Management & Protecting the Asset
- Employment Practices
- Property Maintenance
- Rental Rate Establishment & Marketing
- Lease & Addenda
- Rent Collection, Security Deposit Management, Eviction Procedures
- Renting to Prospects
- Resident Retention & Renewals

Registration is open to anyone with an interest in the rental housing industry. Early registration and payment by April 15, 2010: Cost: \$125 per person (spouse/staff may attend for an additional \$35, if couple share class materials). SWMORHA members may attend for \$99 per person (spouse/staff may attend for an additional \$20, if couple share class materials.) Late registration between April 15 and April 30, 2010 will require an additional \$15/person. No sign-up at the door. Only cancellations prior to April 30 will be refunded. A light lunch will be provided.



Southwest Missouri Rental Housing Association

P O Box 1801
Joplin, MO 64802-1801

Phone: 417-781-3337

E-mail: info@swmorental.com

Web site: www.swmorental.com/seminar

Registration Form

Name: _____
Company Name: _____
Address: _____
Phone: _____

Registration: 8:30—9:00
Morning Session: 9:00—12:00
Lunch: 12:00—1:00
Afternoon Session: 1:00—4:00

Lunch by Schlotzsky's is included. Please choose one of the following for lunch (two if a spouse/staff is also attending). We will not be able to personalize individual orders. Drinks will be provided.

Oven-Toasted Sandwich's—served with chips, cookie, pickle, hot sauce, mint

The Original—Lean smoked ham, Genoa and cotto salamis, and melted cheddar, mozzarella, and Parmesan cheeses layered with black olives, red onion, lettuce, tomato, mustard and signature dressing on toasted Sourdough bread.

Ham & Cheese Original-style—Lean smoked ham, melted cheddar, mozzarella, and Parmesan cheese layered with black olives, red onion, lettuce, tomato, mustard and signature dressing on toasted Sourdough bread.

Turkey Original-style—Smoked turkey breast and Genoa salami with melted cheddar, mozzarella, and Parmesan cheeses layered with black olives, lettuce, tomato and red onion with light mayonnaise and signature dressing on toasted Sourdough bread.

Fresh Veggie—Cheddar cheese, cucumber slices, red onion, tomato and lettuce with fat free spicy ranch dressing and black olives on tasted Wheat bread.

Angus Roast Beef & Cheese—Angus roast beef with melted cheddar, mozzarella and Parmesan cheeses layered with dill slices, red onion, lettuce, tomato, light mayonnaise and signature dressing on toasted Sourdough bread.

Smoked Turkey Breast—Smoked turkey breast and light mayonnaise with lettuce and tomato on toasted Sourdough bread.

Turkey Bacon Club—Smoked turkey breast and bacon strips with melted cheddar, mozzarella and Parmesan cheeses layered with lettuce, tomato, light mayonnaise and signature dressing on toasted Sourdough bread.

Chicken Breast—Thinly sliced, roasted chicken breast with fat free spicy ranch dressing, dill slices, lettuce and tomato on toasted Sourdough bread.

Toasted Wraps—served with chips and cookie

Asian Chicken—Grilled chicken breast with spicy-sweet Asian sauce, lettuce, julienne carrots, fresh cilantro and wrapped in a flour tortilla.

Parmesan Chicken Caesar Salad—Grilled chicken breast and Parmesan cheese with Caesar dressing and lettuce in a flour tortilla.

Salads—served with choice of dressing.

Grilled Chicken Caesar—Grilled chicken breast, Parmesan cheese and crisp romaine with Caesar dressing, pepper and garlic Parmesan croutons.

Turkey Chef—Mixed greens, smoked turkey breast, bacon, cheddar and mozzarella cheeses, black olives, peperoncini pepper, red onion and grape tomatoes with a dressing of your choice.

Early Registration Received by April 15, 2010

\$125 per person _____ X \$125 = _____

\$ 35 spouse/staff _____ X \$ 35 = _____

(if share materials, limit 1 per full admission)

\$ 99 per person—SWMRHA members only _____ X \$ 99 = _____

\$ 20 spouse/staff _____ X \$ 20 = _____

(if share materials, limit 1 per full admission)

Total to be Included _____

Registrations between April 15-30 an additional \$15/person.

Only cancellations prior to April 30 will be refunded.

Mail your registration to:

Southwest Missouri Rental Housing Association

P O Box 1801

Joplin, MO 64802-1801