

Course Dates:

April 7, 8 & 9

May 5

9 a.m. - 5:30 p.m.

**UPDATED
CURRICULUM!**

Invest in your career!

CAM 

**CERTIFIED APARTMENT
MANAGER®**

CERTIFIED APARTMENT MANAGER

Earning your CAM allows you to demonstrate that you have the knowledge and ability to manage an apartment community and achieve owners' investment goals.

**Registration Deadline is
March 20, 2020**

Register me for CAM!

Name: _____

Company: _____

Phone: _____

Email: _____

You'll learn about:

- Occupancy rates
- Comprehensive marketing plans
- Sales team management and product readiness
- Equitable treatment of current and potential residents
- Resident retention and the maintenance of a positive company image
- Consistent and ongoing resident communication
- Positive resident service and issue resolution
- Enforcement of company policy in compliance with laws and regulations
- Property inspections
- Preventive maintenance programs
- Service request process
- Apartment turnover process
- Contractors and vendors
- Recruitment, hiring, orientation, and training of high-caliber employees
- Systematic employee evaluation
- Employment regulations and record keeping
- Analysis of the property's financial operations with corrective actions for underperformance
- Monitoring of property performance to achieve the owner's investment goals
- Accounting principles and practices
- Maximizing net operating income
- Reporting property performance honestly and accurately

Cancellation Policy: *If a student wishes to cancel their registration after course materials are ordered March 20th, there will be a cancellation charge of \$275 to cover the restocking and shipping charges.*



Instructor: Sherre Helmer

**Minimum of 8 Students
Needed to Hold the Course!**

\$899

Full course instruction, materials, & exam

Apartment Association of Fort Wayne-NEI

(260) 482-2916 | info@aafw.org

