

# Course RES201 Enrollment Form

*(Photocopy for Additional registrants.  
Please retain a copy for your files)*

Name \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone # \_\_\_\_\_ (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Fax # \_\_\_\_\_

**\*\* Email must be provided for confirmation**

I am a: DCPM® DCPM® Candidate DARM® ACoM,  
D Associate Member or D  
Non-Member ID Number  
(If Applicable)

Tuition Fee: \$765 Premier \$885 Classic \$960 Non-Member

*Full payment must accompany this form.  
Make checks or money orders payable to:  
IREM® Boston Metropolitan Chapter No. 4*

CONFIRMATION and cancelation policy WILL BE SENT TO  
YOU  
AFTER RECEIVING FULL TUITION PAYMENT

Visa / MasterCard or American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

*Mail payment with this registration form to:*

IREM® Boston Chapter No. 4  
50 Redfield Street, Ste 109  
Boston, MA 02122  
Phone 617436-7565  
Fax 617-436- 6966

## Directions

Being held at The Simon Companies Office Building  
639 Granite Street, lower level  
Braintree, MA 02184

### BRAINTREE OFFICE:

#### FROM BOSTON/POINTS NORTH:

Southeast Expressway to Route 128 North.  
Exit at first exit #6 (Route 37). Bear right at  
the end of ramp. Go straight on Granite  
Street

#### FROM WORCESTER/POINTS WEST:

Mass Turnpike (Route 90) East to Exit #14,  
95/128 NH-Maine, South Shore, then follow the  
signs for 95/128 South, South Shore, Cape  
Cod. 95/128 South turns into 93 North 1  
North, Braintree, Boston. Take Exit #6 (Route  
37, W. Quincy/Braintree). Bear right at fork  
in ramp to Holbrook/Braintree. Continued  
Straight on Granite Street

#### FROM PROVIDENCE/POINTS SOUTH:

Route 95 North to Route 128 South/93 North  
to Exit #6 (Route 37). Bear right at fork in  
ramp. Go straight on Granite Street, Building  
on the right

\*\* For Cancellation policies please go to  
[www.iremboston.org](http://www.iremboston.org) Education Link

For more Information please go to

[www.iremboston.org](http://www.iremboston.org)

Or Email:

iremboston@iremboston.com

Deadline  
March 15<sup>th</sup>, 2012

## Course RES201 "Successful Site Management"

*A Property Management Course*

Sponsored by



Boston Metropolitan Chapter 4

March 21<sup>st</sup> – 23<sup>rd</sup> 2012  
&  
March 28<sup>th</sup> -30<sup>th</sup> 2012

**EXAM March 30<sup>th</sup> 2012**

**Being held at  
The Simon Companies Office  
Building,  
639 Granite Street,  
Lower Level  
Braintree, MA**

## Successful Site Management RES201

Seize the opportunity to attend this innovative revision of one of IREM®'s highest rated courses and start on the road to becoming an ACCREDITED RESIDENTIAL MANAGER® (ARM®)!

For over a decade, students and their employer's rate this course as one of the most beneficial they have ever attended. Now, IREM®'s instructors have renewed this course to reflect residential managers' practical needs, employers' expectations, and residents' priorities.

The focus is on high standards of performance within today's real estate market. Whether the property you manage is modest or luxurious, your productivity will increase the minute you leave this course.

"Taking charge" and "being practical" are the guiding principles of this educational experience. Take what you can only learn from IREM®'s Course RES201 and make your property owner and your co-workers take notice.

### This Course Covers...

#### ...MANAGEMENT

- Managing ethically
- Hiring and supervising property employees
- Communicating with supervisors and staff
- Motivation
- Time management
- Understanding legal concepts
- Complying with legal employment requirements
- Establishing rent and delinquency policies

#### ...MARKETING

- Implementing a marketing strategy
- Analyzing the market and the competition
- Defining your target market
- Knowing your neighborhood

#### ...LEASING AND RESIDENT RETENTION

- Fair housing requirements
- Screening and choosing new residents
- Leasing available apartments
- Interviewing and orienting new residents
- Implementing resident retention programs
- Understanding lease terms
- Maintenance and operations...
- Planning and implementing a maintenance program
- Conducting inspections
- Selecting service contractors
- Managing risk effectively/Property analysis reports

Course Instructor  
Chris Mellen, CPM, ARM

### COURSE SCHEDULE:

**March 21-23 & March 28-30, 2012**

Course sessions are held at the following

**March 21, 2012 - 7:30 a.m. Registration**  
**March 22-23, 2012 8:00 am - 5:00 pm**  
**March 28-30, 2012 8:00am - 5:00pm**

Course Tuition for this offering of Course RES 201 is \$765 Premier \$885 Classic \$960 Non-Members Financial Aid: Chapter scholarships are available for this course.

For more information, call the course registrar.

#### Textbook:

Your course tuition includes a copy of the course textbook, IREM®'s "Successful Residential Management: The Professional's Guide".



#### How to Enroll

To enroll, submit the enrollment form with full tuition. Payment may be made by check or money order payable to:

IREM®- Boston Metropolitan Chapter No. 4



The Institute of Real Estate Management has been successfully educating America's real estate professional for more than seventy years through its continually updated courses and its extensive and current library of books and other property management publications.



### Credit for the ARM® Award

Successful completion of RES201 fulfills the Education requirement for achieving IREM®'s ACCREDITED RESIDENTIAL MANAGER® award. The ARM® program is fast growing and the most Prestigious recognition and education program in The residential management field.

Residential managers must successfully complete The intensive education program of Course RES 201, provide evidence of meeting the experience requirements that have been established by IREM, and subscribe to a strict code of ethics in order to Qualify for the ARM® award.

### How You Can Achieve the ARM® Award

1. Submit a completed application to IREM®, with the current processing fee and annual service fee
2. Pass an examination for IREM® Course RES201
3. Meet the experience requirements noted in the ARM® application
4. Submit the required references
5. Hold a high school diploma or its equivalent
6. Receive endorsement from the local IREM® chapter

For more information, contact your  
**IREM® Chapter No. 4 at**  
**617-436-7565**  
or **IREM® National at**  
**1-800-837-0706**