

# From Listing to Leasing for Property Managers

CREDITS  
8 CE



You've secured the listing appointment with the property owner - now what?

This course is dedicated to the leasing or renting of long-term single family or small multi-family rentals, 7 months or greater, and generally one year lease terms. Learn how to prepare yourself for the listing appointment, how to sell the services of your company, how to get the property leased, and everything in between.

The property management expert will cover the following:

- Fair Housing and advertising
- First contact to secure a listing appointment
- Property owners handbook
- The listing package
- Preparing for the listing presentation
- The listing appointment
- The Property Management Services Agreement
- Rental unit start up
- Landlord rights and duties

February 17, 2016

8:30 a.m. - 5:30 p.m.

Check-in begins at 8:00 a.m.

Orlando Regional REALTOR® Association  
1330 Lee Road, Orlando, FL 32810

**ORRA Members: \$79; PMC Members: \$39.50**

Non-ORRA Members: \$94;

On-Site Registration: Add \$15

*PMC members must call and register to receive discount*

Business casual attire requested for education programs.

Registration options and policies on reverse.

Course provided by IFREC Real Estate Schools

Instructor:



**Jim Lowe**

Jim is a Florida Broker and Instructor with more than twenty-five years of professional practice. His experience includes work as a commercial agent and broker specializing in investment analysis and brokerage of office and retail property, along with commercial training for both agents and brokers.



Register at [www.orlandorealtors.org](http://www.orlandorealtors.org)

407.513.7268 Fax: 407.513.9120 [education@orlandorealtors.org](mailto:education@orlandorealtors.org)





## Stand out by earning your GRI designation.

The Graduate REALTOR® Institute (GRI) program is designed to enhance your knowledge of real estate marketing and teach you skills that will set you apart from the competition. Completion of the GRI 100, 200 and 300 Series (seven 2-day modules) will earn you one of the industry's most respected professional designations. You have five years to complete all three GRI Series.

**The GRI 100 series:  
Standards of Practice  
February 11-12, 15-16, & 18-19, 2016**

**The GRI 200 series:  
Essential Real Estate Techniques  
April 11-12 & 14-15, 2016**

**The GRI 300 series:  
Real Estate Specialties  
June 13-14 and 16-17, 2016**

Learn more at [www.orlandorealtors.org](http://www.orlandorealtors.org)



## Register today

Register me for the **From Listing to Leasing for Property Managers** course on **Wednesday, February 17, 2016.**

- PMC member – \$39.50
- ORRA member – \$79  
(ORRA REALTOR® and Affiliate members only)
- Non-ORRA member – \$94  
(member of other REALTOR® association or licensed salesperson of ORRA Broker member)
- ORRA member on-site – \$94
- Non-ORRA member on-site – \$109

Attendee Name \_\_\_\_\_

Member Number \_\_\_\_\_

Phone (     )     - \_\_\_\_\_

E-mail \_\_\_\_\_

### Payment Method:

- Check # \_\_\_\_\_ (Payable to ORRA)
- Broker Account (ORRA members only. Broker approval required.)
- VISA     MasterCard     American Express     Discover

Credit card # \_\_\_\_\_ Expiration \_\_\_\_\_ / \_\_\_\_\_

CVV (Security Code): \_\_\_\_\_

Credit card charge signature OR broker signature for broker approved account charge \_\_\_\_\_

Initial \_\_\_\_\_  I agree to the terms of the cancellation and attendance policy referenced below.

Special disabilities accommodated with advance notice.  
Courses not open to the general public unless otherwise noted.

## Policies

### CANCELLATIONS/NO-SHOWS

\$25 fee for free classes or forfeiture of registration fee for cancellations within 3 days of course date or for no shows.

### ATTENDANCE

To receive CE credits for any Continuing Education course, participants must:

1. Be physically present for the entire program from beginning to end;
2. Sign any/all morning or afternoon attendance sheets; and
3. Refrain from using cell phone and e-devices except during designated break times.

### LOCATION

Orlando Regional REALTOR® Association, 1330 Lee Road, Orlando, FL 32810  
(unless otherwise noted on the front of this form)

### CONTACT US

Phone: 407.513.7268    Fax: 407.513.9120    E-mail: [education@orlandorealtors.org](mailto:education@orlandorealtors.org)