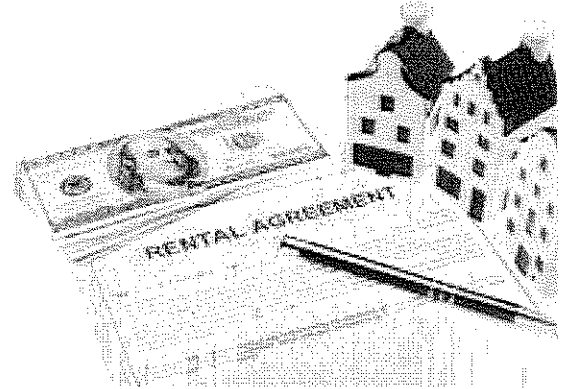


# Property Management Training Course

*Do you want to work in the property  
management industry?*

*Are you seeking advancement within  
the industry?*

*Are you a management entity that is  
looking for training for new hires?*



Take advantage of the only training program of its kind in the area!

## Track 1 – Administrative

- Roles
- Relationships
- Responsibilities

## Track 2 – Occupancy & Legal

- Marketing
- Applicant Screening
- Legal Issues

## Track 3 – Financial

- Budgets
- Collections
- Monthly Income/Expense Analysis

## Track 4 - Resident Satisfaction

- Resident Services and Satisfaction
- Renewals

## Track 5 – Physical Plant

- Maintenance Requests
- Safety
- Property Improvements

**March 7 – May 11, 2017**

**Tuesday and Thursday 4 – 7 p.m.**

**Southern Maine Community College,  
South Portland Campus**

**Cost: \$975**

*Prerequisites: High School diploma or GED (if from outside US CASAS level 5 or permission).*

**For more information please call 207-741-5951 or email [bdowney@smccme.edu](mailto:bdowney@smccme.edu)**