

# SUCCESSFUL SITE MANAGEMENT

(The <sup>®</sup>Accredited Residential Manager Course)  
INSTRUCTOR: MR. SAADAT KESHAVJEE, CPM, CMOC

The content of this comprehensive **40** hour course covers most of the educational topics requested within the residential rental industry including:

- Management Process
- Marketing
- Professional Site Management
- Employee Relations
- Communications
- Financial Administration
- Leasing
- Maintenance
- Risk Management
- Legal Aspects
- Ethics
- Property Analysis

Fee: **\$795** CAA Members

**\$1095** Non-Members

**REGISTRATION AND PAYMENT DEADLINE IS NOON – July 20, 2012**  
**No refunds after this date.**

Course Dates: September 7th, 8th, 14th, 15th, & 21st, 2012  
Accreditation Exam: Saturday, September 22th - 9:00 a.m. - noon  
Time: All classes run from 8:30 a.m. - 5:30 p.m.  
Location: Glenmore Gardens Apartments, 2105 - 90 Ave SW

Name: \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Visa/MasterCard Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ Amount \_\_\_\_\_

**PLEASE FAX TO 403-265-9696 or EMAIL [info@crra.ca](mailto:info@crra.ca)**

If paying by cheque, please fax form 265-9696 and make cheque payable to  
Calgary Residential Rental Association  
4653 Macleod Trail SW T2G 0A6

**(Note: A class minimum of 15 is required or the course will be cancelled)**