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## Introduction to Property Management

2019 FORTUNE MAGAZINE BEST OF WHAT'S NEW

9000 WOOD OAK VILLAGE WOODS WOODS 7000 PINEHURST PARK (WOODS)



## Course 700 Introduction to Property Management

### Course Description:

This course addresses all major aspects of property and asset management. Participants will learn how to establish a cost-effective management plan that increases profitability, conserves resources and reduces risk exposure for properties managed.

### Topics:

- Establish, classify, and maintain a property inventory
- Develop simplified management policies and procedures
- Identify and evaluate risks, hazards and liabilities
- Establish ownership monitoring schedules to control encroachments and other unauthorized uses
- Decide if property should be leased, sold or held
- Recognize advantages and pitfalls of joint use agreements
- Effectively repair and maintain improved properties
- Profitably dispose of excess lands or property rights

### Course Level:

Core

### Course Tuition Includes:

Participant Manual

### Who Should Take This Course:

This course is designed for the full-time asset manager or generalist who manages an organization's properties and who addresses all major aspects of property management.

