

COMMERCIAL LEASE ADMINISTRATION TWO-DAY WORKSHOP

Accurate and efficient lease administration protects your bottom line and promotes good tenant relations. When leases are poorly administered, the property can be robbed of some of its cash flow, property operations can be negatively affected, and tenants can lose trust in the property manager. While the lease may appear to be an intimidating document to people who have not studied it, the document is relatively easy to understand. Join **IREM Chapter 54** for a two-day workshop on commercial lease administration.

Find out:

- How lease administration impacts your property
- What goes in a good lease abstract, and how to use it
- What are some of the recoverable operating expenses you need to track
- What reports/information a tenant is obligated to provide
- What do your co-workers need to know

Date: October 26 and 27 2010

Location: Standard Life Building, 10405 Jasper Avenue
3rd Floor, Xchange Conference Centre

Tuition: \$200 IREM/REIC Members \$250 Non-Members

Questions can be directed to the Workshop Coordinator : Yolanta Murphy ARM[®]
Phone 780-423-8703
Email: ymurphy@cmhc.ca

Find out how IREM/REIC can benefit your career in property management and real estate. To learn more about IREM/REIC, please visit our website <http://www.reic.ca/chapters/REICedm/about.cfm>

Now accepting new memberships. Become a member of IREM/REIC today!!

REGISTRATION FORM

Commercial Lease Administration Two-Day Workshop

Workshop Dates: October 26 & 27 2010

Participant Contact Information:

Name: _____

Daytime Phone: _____ Mobile Phone: _____

E-mail: _____

Current Commercial Lease Admin Knowledge Level:

New in Industry Intermediate, would like to learn more

Payment Method:

- Cheque or money order (Payable to IREM Chapter 54)
Payment must be received by October 15, 2010 to confirm your attendance.

Return registration by October 15, 2010 to:

*IREM – Edmonton Chapter
c/o Jenny Stuart ARM®
200, 8215 112 Street
Edmonton, AB T6G 2C8*