



What is *Foundations*?

Foundations of Real Estate Management (“*Foundations*”) is a comprehensive introduction to commercial real estate covering topics in broad areas. A soup-to-nuts, 6-module, 30-hour, entry-level course.

The curriculum includes a comprehensive overview of key topics in sufficient detail to supplement on-the-job training and prepare students for other advanced training and education. Building tours are a recommended part of the curriculum to reinforce learning and provide participants with a unique opportunity to gain an in-depth appreciation of professional management approaches by touring best-of-class examples of other properties in their area.

For all experience levels, *Foundations*...

- Reinforces on-the-job training for **Junior** and **Assistant Property Managers**
- Provides “feet-on-the-ground” experience and exposure for **Administrative Assistants** and **Students** considering a career in commercial real estate
- Offers a great refresher for **experienced professionals**—fills training gaps and provides important management and operations updates
- Supports **suppliers** and **building engineers** who benefit from understanding the basics of real estate management

Foundations—the right choice for your real estate team...

- Eases the training burden by supplementing on-the-job and corporate training programs
- Offers the highest caliber training, covering everything from A to Z
- Prepares new and rising talent for more PM responsibilities and assignments
- Teaches employees best practices from experienced people in the industry

Foundations of Real Estate Management

DATE: September 13 – October 25, 2023

TIME: 4:30 – 8:00 PM (Wednesdays)

LOCATION: AppleTree Business Park
2875 Union Road, Suite 22
Cheektowaga, NY 14227
and building tours at
50 Fountain Plaza,
Buffalo, NY 14202

INSTRUCTORS: Don Erb, BOMA Fellow,
RPA, FMA, and past BOMA
President

Paul Muck, past BOMA
President

COST: \$575 Member/Employee of
Member Company

\$650 Non-Member

“We’ve sent both new and more experienced employees to this training program and the results speak for themselves. Our property management teams are now more effective, more efficient and make better decisions.”

Patrick M. Freeman, RPA, CCIM, CPM, SMA
Sr. Vice President, Regional Manager
Wells Real Estate Funds
Atlanta, GA

Foundations Curriculum - What You will Learn



Module 1: Intro to Real Estate Management

- Describe the principle forms of real estate ownership, common ownership strategies, and type of ownership interest.
- Describe the roles and responsibilities of REM
- Define a fiduciary relationship and explain the duties and responsibilities of the beneficiary and fiduciary

Module 2: Property Types

- Medical Office Properties
- Industrial Properties
- Retail Properties
- Mix-Use and Multi-Use Properties

Module 3: Creating Value

- Evaluating Market conditions
- Five benefits of investing in a commercial real estate
- Four major type of real estate ownership and use
- Four major investment risk categories: core, core plus, value add, and opportunistic

Module 4: Protecting the Asset

- Understanding your insurance policy
- The difference between Policy holder Cert holder and additional insured
- Basics of Additional Insured Endorsements
- OSHA and EPA regulations

Module 5: Accounting, Reporting, & Budgeting

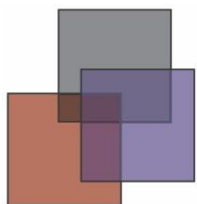
- Budgeting for a new normal
- What should you be prioritizing?

Module 6: The Building and Its Systems

- Americans and Disability Act
- How all different types HVAC systems work
- Energy Star, BOMA BEEP, NFPA 70E
- What are the different types of Elevators
- Roofing systems

Module 7: Property Services

- Importance of creating a detailed scope of work and the impact on the bid process if the scope is lacking
- Five criteria of real estate manager can use to evaluate bids from multiple vendors
- 10 considerations a real estate manager must consider when crafting and signing a service agreement
- Three components of the Janitorial contract: labor, materials, and equipment. Understanding vacancy credits



Foundations of Real Estate Management™

High-Performance Training for High-Performance
Real Estate Teams

REGISTRATON DEADLINE: July 31, 2023

Complete this form, and mail it with payment to:

BOMA Buffalo
465 Washington Street, Suite B-2
Buffalo, NY 14203
PHONE: (716) 856-3801
www.bomabuffalo.com

Prefix (circle one): Mrs. Ms. Miss Mr.

Name: _____
First/Middle/Last (Please print your name as you would like it to appear on your certificate).

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Office Home

Please provide both Office and Home addresses.
(No P.O. boxes)

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