



19210 S. Vermont Avenue, Building A, Suite 100  
Gardena, CA 90248  
Phone: (310) 538-0233  
www.irwaonline.org

## Course 700: Introduction to Property/Asset Management May 18-19, 2020 Anchorage, AK



### 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.

**Employers sending 2 or more employees are eligible for a 10% discount  
Register with the coordinator to receive the discount**

**700 Introduction to Property/Asset Management 05.18-19.2020 Anchorage, AK**

Register online at [www.irwaonline.org](http://www.irwaonline.org) / Fax this entire page to IRWA HQ: (310) 538-1471

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip/Postal Code

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  Yes  No \_\_\_\_\_  
Phone Member Member ID Number

\_\_\_\_\_  
Email Address

If payment includes the fees for registrants other than yourself, check here:   
(Please submit names of other registrants on a separate paper along with this form)  
Will you also be attending?  Yes  No

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$415.00	\$520.00	_____

Total Member Registrants: \_\_\_\_\_  
Total Non-Member Registrants: \_\_\_\_\_

PRINT NAME AS IT APPEARS ON CARD: \_\_\_\_\_ 3-DIGIT CVV: \_\_\_\_\_

AMEX  MC  VISA  Card #: \_\_\_\_\_ EXP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Amount to be Charged: \_\_\_\_\_

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**Course 700: Introduction to Property/Asset Management May 18-19, 2020 Anchorage, AK**

Sponsor: IRWA Chapter 49  
Date: May 18-19, 2020  
Time: 2 days - 8 AM to 5 PM Daily  
City: Anchorage, AK

**Suggested Accommodations:**  
Participants are responsible for their own accommodations

**Class Location:**  
Municipality of Anchorage Public Works  
Permit and Development Center  
4700 Elmore Road  
Anchorage, AK 99507  
Phone: (907) 343-8366 (Steve Schmitt)  
Fax: (907) 249-7852  
Participant Capacity: 50

**Course Coordinator:**  
Danika Simpson  
Alaska DOT&PF ROW  
4111 Aviation Avenue  
Anchorage, AK 99503  
Phone: (907) 269-0687  
Email: [danika.simpson@alaska.gov](mailto:danika.simpson@alaska.gov)

**Four Ways to Register:**  
Online: [www.irwaonline.org](http://www.irwaonline.org)  
Fax: (310) 538-1471  
Phone: (310) 538-0233, x138  
Contact Course Coordinator

**Course Instructor:**  
Lisa L. Amos, SR/WA has over 30 years real estate experience, and since 2018 as Real Estate Program Manager with the City of Glendale, Arizona. Previously she was Property Management Supervisor with Maricopa County, Arizona, overseeing a flood control district's and transportation department's real estate holdings. From 1984-2000 Ms. Amos managed a Fortune 500 industrial company's Arizona and New Mexico real estate holdings. She is former PDC chair of IRWA Kachina chapter #28, and a past president of the greater Phoenix chapter of the National Association of Women in Construction. Ms. Amos is a Planning Commissioner for a local municipality and city appointed member of an EPA Superfund site advisory group. She holds an Arizona real estate license, and completed her AAS degree in Mass Communication, BS degree in real estate, and Masters degree in Public Administration. She facilitates IRWA 700 series courses.

**Cancellation Policy:** All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, Instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

**Tuition Refund Policy:** Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff ([education@irwaonline.org](mailto:education@irwaonline.org)) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.