



SMCC CONTINUING STUDIES

Property Management Training

September 12 – November 16, 2017

Tuesdays & Thursdays

4-7 pm

\$975



If you are interested in a career in property management, join us for this 60-hour specialized training program. The only one of its kind in the area, this course is designed to cover all the professional topics key to the property management industry.

Local property management professionals will provide instruction in the following topics:

- ✓ Administrative Function
- ✓ Occupancy & Legal
- ✓ Resident Satisfaction
- ✓ Financial Reporting and Responsibility
- ✓ Physical Plant Operations

Upon completion you will have a solid understanding of the responsibilities, functions and skills necessary for a successful career in property management.

Date of Registration: _____ **SMCC Student ID #:** _____ *If applicable*

Last: _____ **First:** _____ **Middle:** _____

Email: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Gender: Female Male **REQUIRED - Date of Birth:** _____

Please submit **\$975** payment with registration. **Check** - Payable to SMCC Visa Mastercard Discover

If paying by credit card, please provide the following **Card Holder** information:

Name on Card: _____ **Phone:** _____

Card Number: _____ **Expiration Date:** _____ **3 Digit Security Code:** _____

Card Billing Address: _____

Signature: _____



How to Register

Online: www.smccME.edu/continuingstudies

or return this form and payment information to one of the following:

Fax: 207-741-5760

Email: registration@smccME.edu

Mail: Registration Office, 2 Fort Road, South Portland, ME 04106

In Person: • South Portland Campus, Campus Center

• Midcoast Office, L.L Bean Learning Commons