

# The NYARM School of Property Management

THE ACADEMIC YEAR BEGINS NOW . . . . . Earn The NY Accredited Realty Manager, ARM, Designation  
 Assistant Managers Advance in Your Career      Property Managers Sharpen Your Skills  
 Superintendents Develop Management Skills

NYC Superintendent Certification Seminars Held Immediately Prior To Most Classes [www.nyarm.com](http://www.nyarm.com) for Schedule

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| <b>PEOPLE SKILLS</b><br><b>4 Classes</b> per course | <b>Management<br/>by People Skills</b> |
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| <input type="checkbox"/> Tuesdays 6:00 to 8:00pm | Aug 7 & 14  | <b>Managing &amp; Supervising Employees</b> | \$190 + 50 * |
| <input type="checkbox"/> Tuesdays 6:00 to 8:00pm | Aug 21 & 28 | <b>Tenant/Owner Relations</b>               | \$190 + 50   |

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| <b>EXPENDITURE BUDGETING</b><br><b>4 Classes</b> per course | <b>Management<br/>by Budget</b> |
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| <input type="checkbox"/> Mondays 6:00 to 8:00pm | Sept 10, 17 | <b>Emphasis on FIXED COSTS</b>    | \$190 + 50* |
| <input type="checkbox"/> Mondays 6:00 to 8:00pm | Oct 8, 15   | <b>Emphasis on VARIABLE COSTS</b> | \$190 + 50* |

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| <b>ETHICS Class given at Tavern on the Green</b><br><b>2 Classes</b> required | <b>Management<br/>by Ethics</b> |
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| <input type="checkbox"/> Wed 10:30 to 12:00pm | Oct 24th | Explores pertinent ethical issues and gives participants the blueprint they need to evaluate situations and make sound ethical decisions. | \$ 65 each class |
| <input type="checkbox"/> Wed 10:30 to 12:00pm | Nov 28th |   | \$ 65 each class |

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| <b>Fundamentals of Financial Management</b><br><b>4 Classes</b> per course | <b>Management<br/>by Fundamentals</b> |
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| <input type="checkbox"/> Mondays 6:00 to 8:00pm | Oct 29 & Nov 12 | Learn to read and interpret monthly & annual balance sheets, financial reports for multifamily and commercial buildings, understanding actual to budget comparisons. | \$190 + 50* |
| <input type="checkbox"/> Mondays 6:00 to 8:00pm | Dec 3, 10       |  | \$190 + 50* |

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| <b>THE LAW &amp; THE COURTS</b><br><b>4 Classes</b> per course | <b>Management<br/>by The Law</b> |
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| <input type="checkbox"/> Mondays 6:00 to 8:00pm | Feb 4, 11  | <b>Contract Law for Construction &amp; Services</b> | \$190 + 50* |
| <input type="checkbox"/> Mondays 6:00 to 8:00pm | Feb 18, 25 | <b>Landlord &amp; Tenant Law</b>                    | \$190 + 50* |

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| <b>LOCAL LAWS &amp; ADMINISTRATIVE CODES</b><br><b>4 Classes</b> per course | <b>Management<br/>by Compliance</b> |
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| <input type="checkbox"/> Mondays 6:00 to 8:00pm | March 10 & 17 | <b>Building Envelope &amp; Exterior Systems</b> | \$190 + 50* |
| <input type="checkbox"/> Mondays 6:00 to 8:00pm | March 24 & 31 | <b>Mechanical &amp; Interior Systems</b>        | \$190 + 50* |

Applicant Name \_\_\_\_\_ Bldg./Co. Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Total Payable to NYARM \$** \_\_\_\_\_ (include \$50 for each module)

Credit Card# \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_

**MOST CLASSES HELD AT NYARM**  
**500 Eighth Ave @ 35th St.,**  
**NY, NY 10018**  
**school@nyarm.com • www.nyarm.com**  
**212 216-0654 FAX: 212 216-0680**  
**Margie Russell, Executive Director**