

The NYARM School of Property Management

Earn The NY Accredited Realty Manager, ARM, Designation

Assistant Managers Advance in Your Career

Property Managers Sharpen Your Skills

Superintendents Develop Management Skills

www.nyarm.com

You can begin your certification (and skill sharpening) classes on most Tuesdays at the NYARM Office at 500 8th Ave. Each candidate is evaluated to determine the length and the type of program needed to achieve the individual's goal. Each class is \$115 and the certification application is \$150. In order to begin, payment of \$370.00 is required for both the evaluation process & two (2) classes. Please direct all questions to Margie Russell. (212) 216-0654.

Check off those topics you would like to see emphasized for your personalized training.

**Management
by Ethics**

ETHICS

Explores pertinent ethical issues and gives participants the blueprint they need to evaluate situations and make sound ethical decisions.

**Management
by Fundamentals**

FUNDAMENTALS OF FINANCIAL MANAGEMENT

Learn to read and interpret monthly & annual balance sheets, financial reports for multifamily and commercial buildings.

**Management
by The Law**

THE LAW & THE COURTS

Contract Law for Construction & Services plus Landlord & Tenant Law

**Management
by People Skills**

PEOPLE SKILLS

Tenant/ Owner & Occupant Relations
Managing & Supervising Employees

**Management
by Compliance**

LOCAL LAWS & ADMINISTRATIVE CODES

Building Envelope & Exterior Systems plus Mechanical & Interior Systems

**Management
by Budget**

EXPENDITURE BUDGETING

Emphasis on **FIXED COSTS** plus Emphasis on **VARIABLE COSTS**
Understanding actual to budget comparisons.

Applicant Name _____ Bldg./Co. Name _____

Mailing Address _____

Tel _____ Fax _____ E-mail _____

Total Payable to NYARM \$ _____ \$115 To Start

Credit Card# _____ Exp _____

Signature _____

MOST CLASSES HELD AT NYARM
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Margie Russell, Executive Director

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