



Wednesday, March 11

Bay East Pleasanton Office | 7021 Koll Center Parkway | Pleasanton

ENVIRONMENTAL DUE DILIGENCE

10 a.m. - 12 p.m.

- Expand your knowledge and confidence for dealing with environmentally contaminated properties
- Use consultants to help and transact the property with environmental conditions
- Manage your client's expectations when it comes to environmental sites
- Understand the Phase I or other pre-transaction environmental screening
- Understand the limitations of the environmental review process

PROPERTY MANAGEMENT

12:30 - 2:30 p.m.

- Property Management Roles & Objectives
- Types of Property Management
- Statistics and Analytics of a Rental Property
- Understand Contracts
- Owner/Tenant/Vendor Relationships & Responsibilities
- Managing Property Maintenance
- Trust Fund Compliance & Management
- Building Your Property Management Business
- Understand the Rent Roll
- Investments & Profitability
- Marketing and Advertising

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COMMERCIAL ADVANTAGE | \$25
CBA MEMBERS | \$35
NON-CBA MEMBERS |\$59